

## IDS Admissions Requirement Application Checklist 2023-2024 CAAPID Application Cycle

Application Open: Wednesday, March 8, 2023 – Friday, June 9, 2023, by 11:59 PM Eastern Time  
For consideration of admission to IDS Class of 2026 | Matriculating: July 2024

*Please read the following information carefully, and in full,  
before submitting your CAAPID Application.*

### Dugoni School Requirements' Checklist

**\$100 Supplemental Application Fee (Separate from CAAPID Fees)**

To file your application with the Dugoni School, all applicants must also pay a one-time, non-refundable application fee with a credit card (American Express, Discover, MasterCard or Visa) using the link provided on our website. Provide your CAAPID # along with all credit card information.

*Note: Be sure to complete and submit your CAAPID application and pay all CAAPID-associated processing fees before paying this supplementary fee, as it is non-refundable if you submit the payment in error.*

**Dental Curriculum Vitae (CV)**

Please upload the Dental CV as prompted by the CAAPID application. This document should consist of a summary of your educational credentials and professional / educational experiences.

*Note: Please refer to our Dental CV Instructions and Template Guide PDF using the link provided on our website before uploading the file on CAAPID.*

*IDS Admissions will no longer be asking for nor accepted additional documents through mail or email, all application materials must go through CAAPID.*

### CAAPID Application Checklist

**Complete the ADEA CAAPID Application**

Complete and submit the online application. Navigate to the CAAPID application site where you can complete the application beginning Wednesday, March 8, 2023.

**ADEA CAAPID Application Processing Fee Payment**

When your completed application is ready to submit, follow all directions provided by ADEA CAAPID to make your required application and processing fee payments. The CAAPID fee is separate from the Dugoni School's supplemental application fee.

□ **National Board Dental Examination (NBDE 1 & 2) / Integrated National Board Dental Examination (INBDE)**

Request ADA Department of Testing Services to provide PASS results for NBDE Parts 1 & 2 or INBDE. A FAIL result or a score of 74 or less will not be considered.

□ **Test of English as a Foreign Language (TOEFL)**

The TOEFL exam, with a minimum iBT score of 92 is required for application. Submit your official TOEFL scores directly to ADEA CAAPID® (UOP Code – B451). MyBest scores and scores from exams taken prior to January 2021 will not be accepted.

□ **Educational Credential Evaluators (ECE)**

Provide a course-by-course evaluation report with a U.S. grade average (2.00 - 4.00) to complete your ADEA CAAPID application status. If ECE provides 2 grade averages (best result or comprehensive), the Dugoni School will only consider the comprehensive grade average. Applicants with a U.S. grade average (0 - 1.99) will not be eligible to apply to the Dugoni School's IDS program.

□ **Letters of Evaluation**

Three letters are required, submitted through your ADEA CAAPID Application. Otherwise known as “Evaluations,” all three letters should be written in English (or translated to English by a certified translator) and should be as recent as possible written, signed, and dated no later than January 2020.

At least two of these three letters must be written by either U.S. or international dental professionals (dentists, dental school faculty, etc.) with whom you have worked with or learned from. A letter from a dental school dean is not required.

Please have your evaluators follow these guidelines when submitting their letters:

- Provide the letter on company or school letterhead.
- Include the evaluators’ name, Phone Number, Email, and Mailing Address either directly on the letter or through the CAAPID submission process.
- Letters must be hand signed by the evaluator. Digitally signed letters will not be accepted.

*Please Note: The Office of Admissions will not accept additional letters of recommendation. We will only accept the three letters that are submitted through your ADEA CAAPID Application and will not review or consider any additional letters mailed or emailed to us.*

□ **Dental Diploma / Certificate**

Provide an authentic full-color photocopy of the school-issued document confirming the conferred dental degree (BDS, DDS, DMD, Odontology, Stomatology).

Please Note the following guidelines for uploading your Dental Diploma / Certificate:

- Upload your required Dental Diploma/Certificate directly to your CAAPID Application.
- If the document is not in English, provide a scanned version of the document in its original language along with an English translation from a certified translator.
- Provisional dental degrees will not be accepted nor considered.
- Transcripts, mark sheets, dental licenses or certificates of registration stating your conferred degree will not be accepted nor considered.
- Proof of dental license or dental identity card is not required.

□ **Transcript – Advanced Degree (if applicable)**

Provide a school-issued transcript stating your conferred U.S. advanced degree (masters, doctorate) and course grades. *For advanced degrees earned internationally*, contact ECE to provide course-by-course evaluation report.