



Come to downtown San Francisco and study at the Arthur A. Dugoni School of Dentistry.



March 2020

Dear Applicant:

Thank you for your interest in the International Dental Studies (IDS) program at University of the Pacific, Arthur A. Dugoni School of Dentistry. We are currently in the 2021 application cycle and welcome your application to the class starting on Monday, July 5, 2021 and graduating in June 2023.

Dental School Campus

Striving to be the leading dental school in the world, the Dugoni School of Dentistry moved to its state-of-the-art building at 155 Fifth Street in downtown San Francisco in 2014. The location supports the school's model of dental education, the Pacific Dental Helix Curriculum, which places a strong focus on more active, engaging and multidisciplinary learning characterized by a small-group approach and geared toward preparing students to become better dental practitioners. The students' experience is enhanced by the state-of-the-art technology in the lecture hall, small group seminar rooms, research labs and pre-clinical simulation lab. The clinic is divided into small-group "private practices" that gives our students the closest experience to private practice and prepares them for the evolving future of dentistry and practice management. The location provides greater accessibility to public transportation for our diverse Bay Area patients.



2021 Application Cycle

Although the application cycle is not based on a first-receive, first-invitation rolling process, we encourage you to apply when ADEA (American Dental Education Association) begins accepting CAAPID (Centralized Application for Advanced Placement for International Dentists) applications on **Thursday, March 5, 2020**.

In support of the school's commitment to sustainability, the IDS Admissions is streamlining the application process by implementing a paperless process for greener and more efficient submission of your supplemental documents. You will collect and scan all the required supplemental documents to send as a single PDF email attachment.

For your application to be considered for review by the IDS Admissions Committee, your CAAPID application and all supplemental documents must be received by the **IDS deadline of Friday, June 5, 2020 at 11:59 pm Pacific Time**.

IDS Timeline

March 5 – June 5, 2020 – Accepting Applications

Mid September 2020 – Email notification of invitation to interview and technical examination

October 14 - 17, 2020 – Interview and technical examination

(by invitation only, dates subject to change pending administration's approval)

July 5, 2021 – Matriculation Day for the IDS Class of 2023

Application Status

Upon release of your CAAPID application from ADEA and the receipt of your PDF file email attachment, please allow 2 weeks to receive email confirming your application status (complete or incomplete).

Applicants who submit their CAAPID application and PDF file email attachment on or after May 2 please allow 4 weeks to receive email confirming your application status.

A “complete application” fulfills both steps 1 and 2 (see pages 4-6 for details) by deadline — a completed CAAPID application released to Pacific and all supplemental documents in your PDF file meet IDS requirements.

To ensure receiving email confirmation, please be sure to add ids@pacific.edu and wchang@pacific.edu to your email address book.

Questions

While we understand that you may have questions regarding the application process and admissions requirements, we highly encourage you to take time to read the [IDS Admissions Requirements](#) and [Frequently Asked Questions](#) first.

If you have any questions, please contact:

Warren Chang

IDS Admissions Coordinator

415.929.6428

ids@pacific.edu

(Monday – Friday, 8:30 am to 5:00 pm Pacific Time)

Step 1

ADEA must receive from you a completed electronic application, an ECE course-by-course application, and the appropriate fee before they can process and release your CAAPID application to the Dugoni School of Dentistry. ADEA's application processing time is typically 2 weeks. To avoid any issues with your application, please apply well before the **ADEA/CAAPID deadline of Friday, June 5, 2020 at 11:59 pm Eastern Time.**

Complete the CAAPID application and provide the following to ADEA.

CAAPID Application

Complete and submit the [online application](#).

Processing Fee

Pay the processing fee with a credit card.

Educational Credential Evaluators (ECE)

Provide an ECE course-by-course evaluation report with a U.S. grade average (2.00 – 4.00).
If ECE provides a second grade average (best result or comprehensive), Pacific will only consider the comprehensive grade average.
Applicants with a U.S. grade average of 1.99 or below will not be considered.

National Board Dental Examination – Parts 1 and 2 (NBDE)

Require passage of both NBDE Parts 1 & 2 with PASS results or with scores of 75 or higher.
Request ADA Department of Testing Services to submit NBDE results directly to ADEA.
A FAIL result or a score of 74 or less will not be considered.

Test of English as a Foreign Language (TOEFL)

Require TOEFL taken between January 2018 to present with a minimum internet-based test (iBT) total score of 92.
Request ETS to submit TOEFL scores directly to ADEA (institution code – B451).
All applicants are required to take and earn the minimum total score to be considered.
A score below the minimum and MyBest scores will not be considered.



Step 2

Gather the documentation listed below together, combine into a single PDF document and submit to the Dugoni School of Dentistry by the **IDS deadline of Friday, June 5, 2020 at 11: 59 pm Pacific Time.** (Please refer to Submittal Instructions.)

\$100 Application Fee (non-refundable)

Pay this fee with a credit card (American Express, Discover, MasterCard or Visa) on [our website](#). Provide your CAAPID# along with all credit card information.

A foreign currency transaction fee may be incurred if you use a non-U.S. bank to pay this fee with a credit card.

Dental Curriculum Vitae (CV)

Provide information on your educational credentials and dental experience from dental school to present. A sample dental CV is available on [our website](#).

Letters of Evaluation

Provide 2 letters by U.S. or international dental professionals (dentists, dental school faculty) with whom you have worked recently.

Address the letters to IDS Admissions Committee.

Letters should either be in English or submitted in original language along with an English-language translation.

Letters should be provided on school or company letterhead with the evaluator's contact details. Letters sent as emails from the evaluators will not be accepted.

Letters must be hand-signed by the evaluator, not digitally signed.

Do not submit more than 2 letters.

Letters must be submitted as part of your application to the Dugoni School, not to ADEA.

A dean's letter is not required.



Dental Diploma / Certificate

Provide a school-issued document confirming your conferred dental degree.

(BDS, DDS, DMD, Odontology, Stomatology).

If the document is not in English, provide a scanned version of the document in its original language along with an English translation.

Provisional dental degrees will not be accepted nor considered.

Transcripts or mark sheets, dental license or certificate of registration stating conferred degree will not be accepted nor considered.

Proof of dental license or dental identity card is not required.

Educational Credential Evaluators (ECE)

Provide an ECE course-by-course evaluation report with a U.S. grade average (2.00 – 4.00)

If ECE provides a second grade average (best result or comprehensive), the Dugoni School will only consider the comprehensive grade average.

Applicants with a U.S. grade average of 1.99 or below will not be eligible to apply to the IDS program.

Diploma / Certificate – Advanced Degree(s) (May include if available)

Provide a school-issued document confirming your conferred U.S./international advanced degree (masters, doctorate).

If the document is not in English, provide a scanned version of the document in its original language along with an English translation .

Transcript – Advanced Degree(s) (May include if available)

Provide a school-issued transcript stating your conferred U.S. advanced degree (masters, doctorate) and course grades.



Submittal Instructions

PDF Email Attachment – All Supplemental Documents

- A. Prepare and collect all supplemental documents to scan and combine into a single PDF file in the following order (see Sample PDF - All Supplemental Documents on [our website](#))
1. **Dental CV**
 2. **2 Letters of Evaluation**
 3. **Dental Diploma / Certificate**
 4. **ECE Course-by-Course Evaluation Report**
 5. Advanced Degree
(Diploma(s) for advanced degree(s) is not required, but you may include if available.)
 6. Transcript - Advanced Degree
 7. **2021 Application Checklist** (see on [our website](#))

The following documents will not be accepted and will be excluded if provided in the PDF:

Transcripts or mark sheets (high school, dental school)

Photographs

Birth certificates

Publications

Certificates of achievements

Passport

Bank / financial statements

Dental license / dental identity card

Scanning Guidelines

Provide a single PDF file not to exceed 5 megabytes (mb)

Scan in grayscale at the recommended resolution of 300 dpi (color scan is allowed if under 5mb)

Reduce oversized documents to 8.5 x 11 inches (21.59 x 27.94 centimeters)

- B. The PDF file must be renamed before sending using the following format:
Family/Last Name_First Name_CAAPID number.pdf

- C. Email the re-named PDF as an attachment to the IDS Admissions at ids@pacific.edu
Include the following information ONLY:

Email Subject Line: **Pacific IDS Applicant – Family Name, First Name – CAAPID#**

Email Body: **Family Name, First Name – CAAPID # – Telephone #**



Please Note

Updated supplemental documents (CV, advanced degree, transcript of advanced degree) are allowed only after you have submitted the PDF email attachment with all supplemental documents (as stated in Step 2) and must be received by the **IDS deadline of Friday, June 5, 2020 at 11:59 pm Pacific Time**.

Any received paper version of supplemental documents will be shredded and excluded from the PDF attachment.

Do not request any agencies (ADA, ECE, ETS) and evaluators to send official documents.

Applicants who are offered an invitation to the interview and technical examination will be required to provide the original and/or notarized versions of the supplemental documents for verification. Failure to provide the supplemental documents or if there are any discrepancies, the invitation offer will be rescinded, which means the candidate will not be interviewed nor allowed to take the technical examination.

Candidates who are offered provisional acceptance to the IDS 2023 (July 2021 starting class) will:

- submit enrollment deposits
- provide a completed medical examination report upon request by the school
- complete a criminal background check

