

SUGGESTIONS for completion of the CASPA application

1. Start early.
 - a. If you are taking summer prerequisite coursework, I would suggest that you complete your application (including references, transcripts from schools other than one attending for the summer courses, etc.) but wait about e-submitting the application until summer coursework is complete. This delay is not significant and if everything is ready to just enter your summer grades and request that last transcript, it should move fairly quickly.
2. Know the deadlines for the schools you are applying to and what they mean by those deadlines. Is everything (application, reference letters and transcripts) to be received and posted by CASPA by the stated deadline?
 - a. We give a 2nd deadline of November 23rd for CASPA to post having received all transcripts and 2 of the 3 references letters since this is an extremely busy time for them.
 - b. FYI - If you have not requested your transcripts or reference letters to be sent to CASPA until near the November 2nd deadline, they often will not make the November 23rd deadline.
3. Using CASPA is great, but make sure you know something about the school, their requirements and what makes them unique when working on your application and/or supplemental application and preparing for a possible interview.
4. Remember, your application is the school's first introduction to you. Make it positive.
5. The personal statement should be written to reflect someone who is applying to a graduate program. Misspellings, grammatical errors, copying and inconsistent writing styles are noted and make a poor first impression.
6. Use the FAQ's on the CASPA website. They are well written and can help you through most of the different screens.
7. This is my advice for a timeline for completing the CASPA application:
 - a. Get your application started with your name
 - b. Complete the institutions attended section. List **all** institutions that you have attended since graduation from high school.
 - c. Submit the transcript request now. Use CASPA's form.
 - d. Request a transcript to be sent to yourself also so you can completely fill out the application.
 - e. Complete and submit the references information section (electronic or paper – read the FAQ section on this one)

- f. Now complete all sections completely and thoroughly. When your transcripts and reference letters arrive at CASPA, they will store them until you e-submit your application. At that time your application will be marked complete and CASPA will begin the processing phase. CASPA marks an application complete when they receive your e-submitted application, your money, at least 2 of your 3 required reference letters and your transcripts. If you e-submit your application and your transcripts and reference letters are not there, your application will sit there until the above mentioned items arrive.
 - g. When filling out the coursework section – **do not** skip any courses that you have taken that are on your transcript from each school. If you do, your application will be placed on hold and returned to you for correction. Take the time to do it correctly the first time – this can be another admissions red flag.
 - h. Remember to enter coursework that is planned in the fall or spring semesters in the section – Coursework In Progress or Planned. If it is not entered on your application, schools have no idea how you intend to meet the prerequisite courses or complete your degree requirements.
 - i. Before you e-submit, re-read your application. Are all sections completely filled out? Does your personal statement say what you want it to convey to the people who will be reading it?
8. After you have e-submitted, **CHECK ON YOUR APPLICATION status** (this is available on-line through your log-in) periodically to make sure CASPA has received your transcripts from all institutions and all 3 of your reference letters. If they have not been posted as having been received after a reasonable period of time since you sent the requests, send them again. It is **your** responsibility to keep track of this. Just sending your transcript and reference letter requests without following the status will not be accepted as an excuse for a late application.

Hope this helps to trouble shoot questions and problems that we've seen over the past several years. We look forward to seeing your application in the near future.