

SUGGESTIONS for applying to PA school

1. Start early

- Begin your CASPA application. While you are carefully filling out all of the sections and reading the instructions that correspond to those sections:
 - i. Send your 3 reference request forms off (read the instructions and FAQs). You do not have to wait until you have finished filling out your application to do this.
 - ii. Send your transcript request forms off (read the instructions and FAQs). You do not have to wait until you have finished filling out your application to do this.
 - iii. CASPA will hold all transcripts and references they receive while you continue to work on your application. If they have all of your references and transcripts, when you e-submit and pay for your application CASPA will mark your application complete and begin to process it at that time. If you wait to request your references and transcripts until after you e-submit and pay for your application, CASPA will not process your application until after references and transcripts are received and then mark your application complete. If you have waited until close to the deadline to submit you may not make the completed deadline.
- If you are completing summer coursework, I would suggest that you do all of the above, reserving the following:
 - i. Request all academic transcripts except from where you are completing your summer work. Request that transcript be sent after the summer coursework is posted.
 - ii. Have the applications finished except what pertains to your summer coursework. Finish that and then e-submit.

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?

- We have 2 deadlines
 - i. By November 1st CASPA must have posted that they have received your e-submitted application. November 2nd will not be accepted.
 - ii. By November 18th your status must show that all of your transcripts have been received (status box will show that they are marked with “date received”) **and** at least 2 of your 3 references have been received (changed from new to completed). November 19th will not be accepted. Your 3rd reference letter must be received by CASPA by December 31, 2011.

- iii. If you meet all of the above 2 deadlines, you will have met our application deadlines. THERE ARE NO EXCEPTIONS.
 - iv. We understand that it will take CASPA several more weeks to process your application and provide the school with your information. We understand this delay.
3. Using the CASPA application service streamlines applications when applying to several schools, but it is important that you know something about each school to which you are applying:
 - What are their requirements and do you meet them?
 - What makes this school unique and are you a fit for this school?
 - Do they require a supplemental application and how is that supplied?
4. Remember, your application is the school's first introduction to you. Make it positive!
 - Consider the email address you use, if it is offensive or too cutesy create a different account. Remember 1st impressions.
 - The personal statement should be written to reflect someone who is applying to a graduate program. Misspelling, grammatical errors, copying and inconsistent writing styles are noted and make a poor first impression.
 - If you are a re-applicant, it is strongly encouraged that you re-write your personal statement – we do look.
5. Sections where mistakes are often made:
 - Institutions Attended – list **all** institutions that you have attended since graduation from high school. The instructions will give further guidance.
 - When completing the Coursework Section: list coursework in progress and coursework planned. This lets schools know how you will be finishing your degree and how you will be meeting the required prerequisites. Not doing this shows lack of attention to detail or the ability to follow directions.
 - Check your spam filter. Our program communicates almost entirely by e-mail and some filters block our communication. CASPA instructions give some tips on this also.
 - When evaluating the entire application we do look at the following sections – so complete them following the instructions in CASPA concerning redundancy:
 - i. Patient Contact Experience
 - ii. Other Health Care Experience
 - iii. Health Care Shadowing
 - iv. Research
 - v. Community Service
 - vi. Work Experience (past 5-7 years at least)