ADEA DHCAS® Application Process

The completion of the American Dental Education Association Dental Hygiene Application Service (ADEA DHCAS) application is a six or seven step process. All applicants will create an account within the online application portal, provide biographic and academic history information, submit required application materials and have their file released to all of their designated dental hygiene education programs.

STEP-BY-STEP PROCESS

1. Applicant creates an account.
2. Applicant designates programs to which they intend to apply (must designate at least one school).
3. Applicant requests required transcripts to be sent directly to ADEA DHCAS.
4. Applicant completes the four quadrant sections of the application – Personal Information, Academic History, Supporting Information and Program Materials.
   - Program Materials content is determined based on the program(s) to which an applicant is applying.
   - Coursework entry requirements are set by each program and includes manual entry of all college level courses.
   - Two letters of evaluation (i.e. letters of recommendation): the applicant must identify and provide the names of the two evaluators before submitting the application. The letters from the evaluators can be received after the applicant submits the application.
5. Applicant submits the application and all required documents.
   - Required documents, including all college-level transcripts and letters of evaluation, must be received prior to the application being marked as “complete.” Applicant remains in the “received” status until all required documents are received.
6. If coursework entry was required, application is verified to ensure the coursework entered matches the official transcript. The verification process may take up to four weeks to complete before the application is released to designated programs.
7. Optional: The Academic Update is available to any applicant who entered coursework and wishes to include additional coursework completed since initially submitting their application.
ADEA DHCAS® Application Process

1. Create an ADEA DHCAS Account
2. Designate Program(s)
3. Send required Transcripts DIRECTLY to ADEA DHCAS
4. Complete All Four Application Sections
   - Personal Info
   - Acad. History
   - Support. Info
   - Program Material
5. Coursework Entry Requirements set by each program.
6. Optional: Complete the Academic Update
7. ADEA DHCAS Verifies Application and Releases to Designated Program(s)
8. Submit the Application!

ADEA DHCAS: The Doorway to Dental Hygiene Education