



# ADEA PASS<sup>®</sup>

## ADEA PASS Application Checklist

ADEA PASS<sup>®</sup> (ADEA Postdoctoral Application Support Service) is the centralized application service for applicants applying to advanced dental education programs. Applicants save time and energy by completing one application for multiple programs. ADEA PASS is open from May through February each year. Applicants can only open one application per cycle.

### Prepare to Apply

- Find participating programs and program information within the ADEA PASS Search Engine.
- Write a personal statement.
- Update accomplishments and professional experiences on a CV/resume.
- Ask professors and mentors to write a reference letter.
- Collect testing information.

### Create and Complete the ADEA PASS Application

- Request all required documents, including:
  - Official dental transcript(s),
  - Evaluations,
  - One institution evaluation and
  - Three to five professional evaluations.
- Submit the online ADEA PASS application including payment.

### Monitor Your Application

Before your application can be released to your designated programs, your application must have a status of "Complete." You can track status via the "Check Status" area of the application. For your application to become complete, the following must occur:

- Application is e-submitted, and payment has been received.
- All official dental school transcripts have been processed.
- All evaluations have been electronically received.
- The "Program Materials" section of your application must be complete.

### Complete all Supplemental Information

Review the ADEA PASS Search Engine to determine what each program requires in addition to the ADEA PASS application.

### Contact ADEA PASS

Customer service is available Monday through Friday from 9:00 a.m. to 5:00 p.m. Eastern Time.

Phone: 617-612-2065

Email: [passinfo@passweb.org](mailto:passinfo@passweb.org)