

Navigating CSDCAS and the Application Process

- **Typical Factors in the Application Process**
 - Academic achievement
 - Bachelor's degree required
 - Prerequisite courses
 - Strong performance on the GRE
 - Strong writing skills
 - Letters of recommendation
 - Life and work experience
 - Clinical observation hours and experiences
 - Interpersonal skills
- **Timeline for Applications**
 - 1 year to 6 months before submission
 - Prepare for the GRE
 - Register for CSDCAS and GRE
 - Line up 3 recommendation letters
 - Transcripts to CSDCAS
 - Research master's program
 - Visit in person if possible
 - 6 months to 1 month before submission
 - Take GRE
 - Draft personal statement
 - Follow-up on letters and transcripts
 - Complete supplemental materials
 - Finalize and submit application
 - File FAFSA (between Oct and March of enrollment year) for next aid year
- **CSDCAS application cycle**
 - Application becomes available in August
 - Understand deadlines
 - Blue Deadline - Applicants must e-submit by 11:59pm EST on the deadline date. Documents are not required to be received.
 - Orange Deadline - Applicants must have a COMPLETE date on or before the deadline date. Documents should be sent several weeks prior to this date to ensure items arrive on time.
 - Green Deadline: - VERIFIED (GPA calculated) by the deadline date; completed at least four weeks in advance of the deadline to ensure the application is verified on time.
 - White Deadline - program has not reported its deadline date color
 - All documents typically submitted through CSDCAS
 - **GRE Code - usually school specific for CSDCAS ONLY**

- **Using CSDCAS to Research Schools**
 - Search by
 - Location
 - Program Type
 - School
 - Review in “program materials” section of “my application” tab

- **Sections of the CSDCAS Application**
 - Personal Information
 - Biographical/Contact
 - Citizenship, Race, Ethnicity
 - Language Proficiency
 - US Military Experience
 - Code of Conduct & Violations
 - Release Statement
 - Academic History
 - Colleges Attended (all)
 - Transcript Entry
 - Standardized Test Scores (self-reported)
 - Supporting Information
 - Evaluations
 - Letters of Recommendation
 - Experiences
 - Achievements
 - Conferences
 - Program Materials
 - Program Specific Questions
 - Pre-requisites
 - Personal Statements or Essays
 - Resume
 - Other Program Specific Supporting Materials

- **Transcript Entry Tips**
 - Request a copy for yourself
 - Report ALL Institutions
 - While in high school
 - Summer courses
 - Community college, etc.
 - Enter coursework to exactly match transcripts
 - Report transfer courses under the school at which they were originally taken
 - Don’t forget to include in-progress or planned courses
 - Complete “Transcript Review”
 - Match pre-requisites if required by the school

- **For each course you will add:**
 - Course Code
 - Course Title
 - Select a Subject from the dropdown list
 - Number of Credits
 - Grade Earned

- **A note on paying for CSDCAS' transcript entry service:**
 - Before CSDCAS will start transcript entry, all transcripts must be received and you must have paid for and submitted at least one application. Additionally, they do not verify as they go; you must review their work before signing off and then the verification process begins. Paying for transcript entry could take several additional weeks for your application to become “complete”.

- **Letters of Recommendation**
 - Ask early
 - Provide clear deadline
 - Have back-ups
 - Must have 3 requests to submit
 - Requests on file but not necessarily the letters/evaluations themselves
 - Try for different genres
 - Professor in the field
 - Professional in the field
 - Professor from another discipline
 - Employer

- **Application Tips**
 - Follow directions
 - Be honest and sincere
 - Only tell ONE school they are your top choice
 - Use entire application to support or build off of other sections
 - Understand you can't capture your entire self
 - Proofread
 - Meet deadlines
 - Respond to follow-up requests

- **CSDCAS Pitfalls**
 - CSDCAS will not determine if you are qualified to apply to a program
 - GRE Code - usually school specific for CSDCAS ONLY
 - Even when your transfer credits appear on your primary school's transcript, you must still arrange for the original school to send official transcripts.
 - Applying via CSDCAS is expensive, but a limited number of fee waivers are available. Note: you must be ready to submit once it is granted.
 - Transcript Entry Service is not the same as the verification process.
 - Your application is COMPLETE when all transcripts are on file, payment is received, & you've received an email confirming submission of application.
 - VERIFICATION begins after you received a CSDCAS complete date.
 - Can take up to 4 weeks for verification process.

Resources:

CSDCAS Help

<https://portal.csdcas.org/csdcasHelpPages/instructions-and-faq/index.html>

Participating Programs List

<https://portal.csdcas.org/csdcasHelpPages/participating-programs-2/index.html>

CSDCAS Course Subjects Information

<https://portal.csdcas.org/csdcasHelpPages/instructions-and-faq/academic-history/course-subjects-list/index.html>