CASAA Walkthrough
2020-2021
Do Your Own Research

- This presentation is meant to serve as a resource during this application cycle. It does NOT cover all aspects of the application, so you must do your own research!
- Review the CASAA Application Instructions for more detailed information.

CASAA Contact Info:
Phone: 617-612-2077
Email: casaaInfo@liaisoncas.com
CASAA Fees

$\ 160$ fee to apply to one program  
$50$ fee for each additional program
For example, Emory has a supplemental application process that open June 2020 and closes October 9th. So you would need to make sure to have everything in CASAA completed as well as the application from Emory’s website completed by October 9th. Additionally, Emory participates in Early Decision and that window is June-August, so if you wanted to Early Decision you would need to have everything submitted by August at the latest. Program deadlines may vary greatly, so make sure to take note of all dates associated with your desired programs.
This link takes you directly to the suggested timeline for CASAA. It can be helpful for getting organized and staying on task.

https://help.liaisonedu.com/CASAA_Applicant_Help_Center/Starting_Your_CASAA_Application/Getting_Started_with_Your_CASAA_Application/01_Quick_Start_Guide
You can re-apply by choosing to start a fresh application or by copying previous application data over into the new cycle. Be sure to update any new coursework or experiences and have them verified. I have included the instructions for re-applying.
The first thing you need to do is create an account. Go to the CASAA homepage and select ”create an account.”
Once you create an account and log in, you will be prompted to add the programs that you want to apply to. You can add programs at anytime, but I would encourage you to go ahead and add all of the programs that you know you plan to apply to now. You can either search for a program in the search bar or scroll down and click on the + sign to add the program.
After you have added your programs, you will be taken to your Dashboard. You will see 4 tabs at the top: My Application, Add Program, Submit Application, and Check Status. Under the My Application tab you will see 4 components of the application: Personal Information, Academic History, Supporting Information, and Program Materials. We will start with Personal Information.
The first section under Personal Information is called Release Statement. There are 2 release statements you will need to verify. The CASAA release statement confirms that you understand the terms of the CASAA Application. The Advisor release statement grants pre-health advisors access to application information so that they may help you through the admissions process.
The sections under Personal Information are pretty straightforward. First, enter your name, any alternate names, gender, and birth information in the Biographic Information section. Next, enter your contact information. Be sure to use an email that you will check frequently. Sometimes students will create an email account specifically for application information. The next section is Citizenship Information where you will disclose your residency information and any necessary visa information.
Next you will enter in you race and ethnicity information followed by Family Information which collects data on your parents or guardian should you wish to include that in this section. Then the environmental factors section will ask a series of questions around your access to medical care, childhood residency, etc.
The last section of the Personal Information part of the application is called “Other Information.” Here you will answer questions pertaining to your language proficiencies, military status, and any felony or misdemeanor convictions.
The next component to the application is Academic History. This part can be very tedious and time consuming. It is important that you allocate plenty of time to complete these sections in their entirety before moving on or taking a break. Once we complete this section of the application we will take a brief break. There are 3 sections to Academic History: Colleges Attended, Transcript Entry, and Standardized Tests.
First add each college you have ever attended even if it was for dual enrollment or transient courses. Only enter a college one time even if there are gaps in your enrollment. To add a college click the blue button that says Add a College or University. Then you can start typing your school in the search bar. Select your school from the drop down. Do this for each college you have attended.
You will then answer a series of questions about the colleges that you entered.
The next section is Transcript Entry. There is an optional service that you can choose to use that will enter your transcript coursework for you for a fee. It can take weeks for this to be completed so just keep that in mind. The fees are $69 for your first 3 transcripts, $95 if you need to enter 4-6 transcripts, and $145 for 7 or more transcripts. You can select to have the Professional Transcript Entry done or to enter your coursework yourself for free.
To begin your transcript entry, select “start” for the school you would like to start with. Make sure you have a copy of your transcript available to use. Do not try to complete this section from memory. Once you start a school you will be prompted to start entering in coursework. Enter coursework EXACTLY as it appears on your transcript. Enter the prefix, title, subject, subjects, grade, and whether you have completed the course or if it is in progress or planned. The CASAA grade will auto populate. For courses that had labs graded separately, enter the lab as a separate entry. For courses that combined lecture and lab, treat it as one entry. Your FYOS course can go under the Special Topics option for Subject. Once you complete your coursework entries you will be prompted to identify courses that were labs, honors courses, AP credits or other test credits such as IB or departmental exams, and study abroad courses.
After you have entered all of your coursework, select Transcript Review. It will prompt you to answer a series of questions and to select the courses that are applicable. For example, you will be asked “Did you take any Lab Courses?”. If you did, click on Yes and then you will be able to add the courses that were labs.
Transcript Review

You will be asked to select any classes that you have repeated, AP, other test credit, Honors courses, and any courses taken on study abroad programs.
You need to order OFFICIAL transcripts from EVERY institution that you have attended even if it was for transient courses or dual enrollment, even if your courses transferred to another institution. It can take several weeks for CASAA to receive your transcripts so make sure ordering them is one of the first things you do after you create your account. That way you do not slow down the verification process. UGA uses Parchment. To order your UGA transcripts log into your MyUGA portal and select Order Transcripts. There is an $8 fee.
The last section of the Academic History section will collect your standardized test scores. If you do not wish to enter any test information, select the “I Am Not Adding Standardized Tests” button. Many of you will have GRE and/or MCAT. Select all of the tests that are applicable to you. We will use the GRE as an example. Select “Add Test Score” under the test title that you would like to include. Then you will be prompted to enter that test’s information. If you have completed the exam then include your scoring information. If you have not completed the exam, enter the dates that you plan on taking the test.
Let’s take a quick break before we complete the last couple of sections.
The next component to the application is called Supporting Information. It is in this section where you will request your evaluators to submit letters of recommendation, log your experiences, include any achievements, licenses, and certifications that you have and submit your personal statement.
You need to create an evaluation request for each of your references. Click on Create Evaluation Request. Then you will enter your evaluator or reference’s information including their name, email, due date for their evaluation, and a personal message. You will be asked if you would like to waive your right to access the evaluation. ALWAYS waive your right to view your evaluations.
Once you submit the information for your reference, they will receive an email that looks like the image on the right.
The link that is provided shows you the steps that your EVALUATOR will take to complete your recommendation. Make sure you are asking people who will best be able to answer questions about you, rate your traits highly, and provide you with a strong letter of recommendation.
The next tab is called Experiences. Experiences may include employment, extracurricular activities, healthcare experiences, research and practicums, shadowing, volunteer work, and leadership experiences. To add an experience, click the blue button that says, “Add an Experience”. Then select from the dropdown what type of experience you are including. Next, you will enter the details such as location, contact information, and descriptions for that experience. Do this for each experience. It may be helpful to have an updated resume handy for this part. Use the link provided to help you with details regarding this section.
Next, you will add your achievements such as awards, scholarships, or honors. Be sure to include dates and the description. Keep this to college level achievements. Use this link to help you with the Achievements section:
https://help.liaisonedu.com/CASAA_Applicant_Help_Center/Filling_Out_Your_CASAA_Application/Supporting_Information/04_Achievements
Now add any valid licenses or certifications that you have such as CPR or CNA. Again, make sure these are up to date credentials.
This section is where you can write a brief statement explaining your motivation for selecting a career in healthcare and specifically why you are interested in becoming an anesthesiologist assistant. Describe how your personal and professional background will help you achieve your career goals and eminently suit you for this profession.

**Keep your topic general:** Follow the prompt in this section to write your statement. Keep the statement general as this essay is sent to all the programs you apply to. If you plan to only apply to one program, we still strongly recommend keeping your statement general in case you later apply to additional programs. Once you submit your application, the essay cannot be edited or changed.

**Do not exceed the maximum length:** You can see both the word and character count below the field in the application. The right-hand number shows the maximum number of characters that you can use in your essay. As you type, you can see how many characters are still available and the associated word count. Characters include spaces, carriage returns, and punctuation. You cannot save your essay if it exceeds the character limit.

**Use your own words:** Plagiarizing any part of your essay is a violation of the code of conduct and may subject you to sanctions.
**Use simple formatting:** Formatting such as tabs, italics, multiple spaces, etc., will not be saved. To delineate paragraphs, type a double return between each paragraph. Be sure to read over your essay several times to catch any spelling, grammar, punctuation, etc., errors before submitting. Once you submit your application, you cannot edit your essay. If you find an error after submission that you believe could have major effects on your application, we recommend sending a corrected copy directly to the programs you applied to.
The last component of the application is the Program Materials section. This section provides specific details for each of your selected schools. You will see your schools in blue (here you see Emory University and Indiana University School of Medicine as my selected schools). Click on each school to see their details.
There are 4 tabs for each school under the Program Materials section: Home, which displays the details for the program such as descriptions, contact information, and calendars, Questions which contains supplemental questions specific to that school for the applicant, Documents which allows the applicant to upload any additional documents, and Prerequisites which allows you to verify that you have completed a school’s prerequisites.
For example, Emory would like applicants to submit shadowing logs and then optional documents may be copies of a license or certification or a resume. The prerequisites will be listed and you select “Assign Course” and it will assign a course that you have taken to fulfill that prerequisite requirement.
Before you submit your application, be aware of the following:

**You can make limited changes after you submit your application.** You can add new test scores, experiences, achievements, and/or certifications (where applicable), but you cannot edit existing entries. You can also update evaluations with "new" or "in-progress" statuses and select additional programs to apply to. All other sections are read-only.

**You can submit your application before your transcripts and evaluations are received.** Please note, however, that we will not review your application until all of your transcripts, payments, and evaluations are received.

**Do not wait until the last minute.** You can submit your application up until 11:59 PM ET on the deadline date; however, ensure you allow for time to complete the required payment section. You must click **Submit** and complete the final payment information before the deadline in order to guarantee your submission is accepted. Additionally, be aware that during our busiest times you may experience page loading delays, and these may occur outside of customer service's hours of operation. We cannot grant deadline extensions if you miss your deadline; contact your programs directly for more information.

When you are ready to submit your application, go to the **Submit Application** tab and click **Submit**. Payments can only be made in the application via a credit card. We
accept Visa, Mastercard, American Express, and Discover. Credit card payments cannot be made over the phone. Once you submit your application and payment, click View Payment History for each program on the Check Status page to confirm your payment's receipt.
Note that your selected programs may have specific requirements for completion (i.e., supplemental applications, official transcripts, document uploads, etc.). We recommend contacting your programs directly to ensure you are meeting all requirements. Failure to submit all required materials may jeopardize your eligibility for admission consideration. Review each program's homepage to ensure you are meeting all requirements.
Use the link provided to stay up to date on COVID-19 impacts.