Table of Contents

- Do Your Own Research: 3
- Helpful Application Tips: 4
- Before you Start: 5
- A note about Etiquette: 6
- Background Check: 7
- CASAA Fees: 8-9
- CASAA Timeline: 10-11
- Reapplying: 12
- Account Creation: 13-15
- Personal Information: 18-21
- Transcript Entry: 22-30
- Standardized Tests: 31
- Evaluations: 34-36
- Experiences: 37-38
- Licensures and Certifications: 39
- Personal Statement: 40
- Program Materials: 41-43
- Extra Info: 44-46
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
Helpful Application Tips

- Help application Tip
  - Do not enter your coursework from memory—Use your transcripts!
  - Do not wait for CASAA to receive all materials before submitting your application.
  - Complete the "Colleges Attended" section of the application first.
  - Consistently check status of your transcripts, references, test scores, and any forms.
  - Arrange for all materials to arrive by the deadline.
  - Check your email daily for important messages from CASAA and programs.
  - Review your application for accuracy before submitting the application.
Before Starting the CASAA Application

Prior to applying you will want to research the programs you wish to apply to. Pay special attention to:

➢ Cycle dates and deadline requirements. In some instances, the individual program's deadline may differ from the application's cycle dates.
➢ Application fees. Some programs may have a supplemental fee; contact your programs to learn if they require this and how to pay it.
➢ Evaluation requirements.
➢ Minimum requirements, including prerequisites, standardized test scores, supplemental applications, foreign evaluations, etc.
A Note about Etiquette

CASAA expects all applicants to exhibit professionalism when contacting customer service. Applicants must identify themselves properly and honestly, as information cannot be provided to parents, spouses, family members, or friends. Misrepresentation of identity and/or dishonest, threatening, or offensive communication will not be tolerated.
Background checks vary widely from program to program. Some programs require applicant background checks prior to acceptance, while others require these checks as a condition of matriculation. For questions about background checks – including when in the application process this must be completed – contact each of your programs directly. Background checks reflect all prior convictions, guilty pleas, city ordinance citations (such as public intoxication), illegal possession(s) including possession of alcohol under the legal age, payments of fines (including those for traffic violations), and in some cases, prior records thought to have been expunged. Note that in some states, common traffic violations can be considered misdemeanors.
CASAA Fees

$160 fee to apply to one program

$50 fee for each additional program
# Applying for a Fee Waiver

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine when to apply for your waiver.</td>
<td>Keep in mind that fee waivers are limited and only valid for 14 days (including holidays and weekends) from the time you are approved. Be ready to submit your application if you are approved.</td>
</tr>
<tr>
<td>Start your application.</td>
<td>You must have an account to apply for a fee waiver. Fee assistance applications are not accepted by mail or email.</td>
</tr>
</tbody>
</table>
| Complete and submit your fee assistance application. | 1. Click on your name in the upper right corner of the application, then select **Fee Assistance Program**.  
2. Enter your household's adjusted gross income for 2022 and the current number of members in your household. Note that "size of family" includes the number of people claimed as dependents on the tax report.  
3. Upload a copy of the filed 2022 Federal Income Tax Return Form 1040. This form was either filed by you or by someone who listed you as a dependent (such as a parent or guardian). Remember, if you were listed as a dependent, you must submit that individual's tax return form instead of your own. |
| Await notification. | Once you submit your fee waiver request, it can take up to 10 business days to process. The status of your request will be sent to both your email address and your application inbox.  
While your fee waiver request is pending, you are unable to submit your application. To submit your application and forfeit your waiver request, return to the **Fee Assistance Program** section and click **Cancel Request**. Once you submit your application, you are ineligible to apply for another fee waiver. |
| Submit your application and pay any remaining balance. | If you are approved, the waiver amount of $165 will be automatically deducted from your total fees, and you are responsible for any remaining balance. Contact customer service immediately if you do not see the waiver amount deducted.  
Remember to submit your application within 14 days of your approval (including holidays and weekends). Outstanding transcripts, evaluations, and/or test scores do not have to be received within this timeframe. |
CASAA CYCLE: MARCH 9TH – FEBRUARY 28TH, 2023 – 2024

BE AWARE OF PROGRAM DATES WHICH OFTEN DIFFER FROM THE CASAA CYCLE

MANY PROGRAMS LIKE EMORY HAVE A SUPPLEMENTAL APPLICATION PROCESS

BE AWARE OF EARLY DECISION DATES FOR YOUR PROGRAMS
CASAA Timeline

https://help.liaisonedu.com/CASAA_Applicant_Help_Center/Starting_Your_CASAA_Application/Getting_Started_with_Your_CASAA_Application/01_Quick_Start_Guide
Re-Applying

- You can choose a fresh application
- You can choose to copy previous application data over
- Any new coursework will need to be updated and verified
- Here are instructions for re-applying
Create an Account

You are not permitted to create more than 1 CASAA account per application cycle! Duplicate accounts will result in significant processing delays and problems with application materials! CASAA will delete duplicate accounts, including associated documents.
Account Creation

Note: there is no cost for account creation; applicants are not charged until they select programs and submit their application. When creating an account, You will be prompted to submit the following information: Name, Contact Information, Username, and Password, Agreement of Terms of Service
### Add Programs

<table>
<thead>
<tr>
<th>Add</th>
<th>Program Name</th>
<th>Level</th>
<th>Start Term</th>
<th>Start Year</th>
<th>City</th>
<th>State</th>
<th>Delivery</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CVRU Master of Science in Anesthesia Program</td>
<td>Master of Science in Anesthesia</td>
<td>Summer 1</td>
<td>2021</td>
<td>Cleveland / Houston / DC</td>
<td>Multiple States</td>
<td>Regular</td>
<td>10/01/2020</td>
</tr>
<tr>
<td></td>
<td>Emory AA Program</td>
<td>Master of Medical Science</td>
<td>Summer 1</td>
<td>2021</td>
<td>Atlanta</td>
<td>GA</td>
<td>ANES</td>
<td>10/09/2020</td>
</tr>
</tbody>
</table>

**INADIANA UNIVERSITY SCHOOL OF MEDICINE**
NOTE: The Personal Information, Academic History, and Supporting Information sections contain data elements and questions common among participating programs. These sections are the centralized, common elements of the application. Each school and program is able to collect additional information from applicants if more information is needed for their application review process. This additional information is unique to each program and is displayed to applicants in the Program Materials section of the application.
Dashboard

My Application
This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

Personal Information

Academic History

Supporting Information

Program Materials

Getting Started?
Speed up your application by entering your colleges attended first.

Latest Notifications
Welcome to the CASAA application (save this email)

View My Notifications

95 Sections Completed

95 Sections Completed

95 Sections Completed

95 Sections Completed
Personal Information

- Release Statements:
  - CASAA Release Statement
  - Advisor Release Statement
Personal Information

- Race & Ethnicity
- Parent/Guardian Info
- Environmental Factors
Other Information

Enter your responses to these additional questions. Click here for more information.

Once you submit your application, you can only update Background Information. Additionally, you can update infractions only if you submitted your application with an answer of No.

Language Proficiency

* What is your First Language?
- [ ] Select Language

Military Status

Indicate your anticipated United States Military status at the time you enroll:
- [ ] Select Military Status

Misdemeanor

* Have you ever been convicted of a Misdemeanor?
- Yes
- No

Felony

* Have you ever been convicted of a Felony?
- Yes
- No
Academic History

- Colleges Attended
- Transcript Entry
- Standardized Tests
Colleges Attended

Report all institutions attended, regardless of:
- Their relevance to the programs you're applying to, and
- Whether the coursework completed there was transferred to another institution.

Also, report each institution only once, regardless of the number of degrees earned or gaps in the information.

Once you submit your application, you cannot edit previously entered colleges, but you can add new ones.

Add a College or University

What college or university did you attend?

University of Georgia

Can't find your school?

Save
Add a College or University

Report all institutions attended. Once you submit your application, you cannot edit previously entered colleges and universities, but you can add new colleges and universities.

* What college or university did you attend?

UNIVERSITY OF GEORGIA

* Did you obtain or are you planning to obtain a degree from this college or university?

- Yes
- No

* Degree Info

- Degree Awarded
- Degree In Progress
Professional Transcript Entry

What is this?

Save time completing your application by having us enter coursework on your behalf.

How long does it take?

Professional Transcript Entry will begin as soon as you submit your application and we receive all of your official transcripts.

After you submit your application and we receive all of your official transcripts, please allow up to ten business days for us to complete your order.

Why should I use it?

Entering coursework from multiple institutions can be a time-consuming and error-prone task.

Professional Transcript Entry frees you to focus on more strategic tasks, like writing your essay or gathering letters of recommendation.

Professional Transcript Entry also improves the accuracy of coursework entry, so you can avoid any processing delays.

And don’t worry, you’ll be able to approve all entries before they’re finalized.

$69 for 1-3 transcripts
$95 for 4-6 transcripts
$145 for 7+
Enter transcript information exactly as it appears on your transcript. Your transcript details will be reviewed by a quality assurance team. If there are inaccuracies, your application will be sent back to you, and this will result in delays in submitting your application. All courses must be included, even if you did poorly or later repeated the course. If you have transfer credits, enter these credits from the institution where you originally took the course.

After you enter transcript information for all colleges attended, you will complete Transcript Review. In Transcript Review you will be asked to identify additional attributes about your coursework including Primary College and courses that are Repeated, Advanced Placement, Other Tests, Honors, and Study Abroad.

To complete this section accurately:
- Report all courses on your transcripts. Be sure to include courses from which you withdrew, repeated courses, ungraded labs, test credits, gym courses, orientations, or other non-graded courses.
- Use official copies of your transcripts. List your courses under the correct term, year, and class level. Department prefixes and course numbers must precisely match those on your transcripts.
- Enter courses under the institution where you originally took the course, exactly as they appear on the original school's transcript.

Click here for more information.

Once you submit your application, you cannot edit previously entered coursework, but you can add new coursework.

UNIVERSITY OF GEORGIA

Start
AP Scores & Dual Enrollment

- **Freshman-Senior**: Applies to all college- or university-level courses taken prior to your first bachelor's degree. In general, four-year students should list one year per designation and five-year students should list their last two years as senior. Non-traditional students should label their terms as evenly as possible in chronological order.

- **Dual enrollment** courses (college courses taken during high school) are considered freshmen and should be listed under the college where you took them. Do not report these courses again as transfer credits at your undergraduate institution.

- **Test Credits**: You can only list test credits if they were awarded by one of the schools you attended and they appear on your transcript. Test credit types include Advanced Placement (AP), International Baccalaureate (IB), CLEP, DANTE, Regents, and courses you "tested out of" at college or university. List these credits under your first term at the school that awarded you the credit and enter "CR" as the grade. If no course prefix or number appears on the transcript, enter "N/A" for Not Applicable.

- Be sure to designate these test credits appropriately in the Transcript Review section (below).
Transcript Entry Review

Welcome to Transcript Review.

Your transcripts will be reviewed by a quality assurance team. It is important that you have entered your coursework exactly as it appears on your transcripts. If there are omissions, your application will be sent back to you, and this will result in delays in submitting your application.

Check your work now if you are unsure.

When you are ready, continue with Transcript Review to finalize this section of your application.

You will be asked to identify additional attributes about your coursework, so keep your transcripts handy.

Great. Let’s Get Started.

Did you take any Lab Courses?

Select "Yes" if you took science courses that were Lab Only or Lecture with Lab.

- Yes
- No

Continue

Select your Lab Courses

Indicate if each science course was Lab Only or Lecture with Lab.

Only lab-eligible coursework is shown.

0 COURSES SELECTED

I am Done, Continue

I Am Not Adding Any Lab Courses

<table>
<thead>
<tr>
<th>Fall 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAB ONLY</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>+</td>
</tr>
<tr>
<td>+</td>
</tr>
</tbody>
</table>
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.
Order Your Transcripts

- You need an OFFICIAL transcript from EVERY school you have attended.
- It can take 4-6 weeks for your transcripts to arrive.
- Order them as soon as you create your CASAA account, so you do not delay verification.
- UGA uses Parchment.
Standardized Tests

You can self-report your standardized test scores or report tests you plan to take in this section. Some of the programs you apply to may require you to report certain test scores. Be sure to check with your programs to ensure you're completing all requirements. Click here for more information.

Once you submit your application, you cannot edit previously entered tests, but you can add new tests.

Note that self-reporting your scores isn't the same as providing official scores to your programs. If your programs require official test scores, see Sending Official Test Scores for more information.

I Am Not Adding Any Standardized Tests

GRE

Add Test Score

IELTS

Add Test Score

MCAT

Add Test Score

Have you taken the test?
- Yes
- No

When do you plan to take this test? [MM/DD/YYYY]

ETS Registration Code

Save This Test
let's take a break!
Supporting Information

0/5 Sections Completed

Evaluations
Experiences
Achievements
Licenses and Certifications
Essay
Evaluations

You must have a minimum of 3 requested evaluations in order to submit your application. You may enter a maximum of 3.

Once you have saved an electronic evaluation, an email request will automatically be sent to the evaluator on your behalf. Please advise your evaluator to look for this email in their inbox, as well as their spam or junk mail folder, as emails do occasionally get filtered out.

In this section, you can send requests for evaluations. Evaluations (sometimes called Letters of Evaluation, Letters of Reference, or Letters of Recommendation) are submitted by the evaluators themselves via Letter by Letter, our recommender portal. They cannot be completed or submitted by the applicant or another party on behalf of the evaluator. Click here for more information.

You can edit and delete requests that are in Requested or Accepted status. Once a request is Completed, you cannot make any changes regardless of whether you’ve submitted your application or not.

Evaluation 1

Create Evaluation Request

Evaluation 2

Create Evaluation Request

Evaluation 3

Create Evaluation Request

Create Evaluation Request

Waiter of Evaluation

I waive my right of access to this evaluation.

Yes

No

Permission to Contact Reference

I hereby give permission to contact this reference via email to request the completion of the reference form and letter of reference. If my reference does not submit an online reference form in response to the email request, it is my sole responsibility to contact the reference directly to ensure all references required by my designated schools are received by the deadline.

Permission for Schools to Contact Reference

I understand that the schools to which I am applying may contact the reference either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the schools to do so.
Hi Chelsea,

John Robinson is applying to CASAA and is requesting an online evaluation from you. John Robinson provided the following comments with this request:

Please upload your letter of recommendation by 9/25/20. Thank you for your support!

Please complete your evaluation by September 25, 2020. If you can't provide your evaluation by this date, notify John Robinson directly.

You can access Letters by Liaison, the Recommender Portal, here: https://recommendations.liaisoncas.com/.

To learn more about the CASAA evaluation process, visit the Letters by Liaison Help Center. Here, you'll find answers to most commonly asked questions. If you need additional assistance, contact Customer Service.

Thanks,

CASAA Customer Service
Help@UniCAS.com
Evaluations

You must have a minimum of 3 requested evaluations in order to submit your application. You may enter a maximum of 10.

Once you have saved an electronic evaluation, an email request will automatically be sent to the evaluator on your behalf. Please advise your evaluator to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

In this section, you can send requests for evaluations. Evaluations (sometimes called Letters of Evaluation, Letters of Reference, or Letters of Recommendation) are submitted by the evaluator themselves via Letters by Liaison, our recommender portal; they cannot be completed or submitted by the applicant or another party on behalf of the evaluator. Click here for more information.

You can edit and delete requests that are in Requested or Accepted status. Once a request is Completed, you cannot make any changes regardless of whether you've submitted your application or not.

You can check the status of your evaluations.

You can see here that the status in orange is "requested".

https://help.liaisonedu.com/Letters_by_Liaison_Help_Center/Completing_a_Recommendation/2_Complete_a_Recommendation#Likert_Criteria
Experiences

https://help.liaisonedu.com/CASAA_Applicant_Help_Center/Filling_Out_Your_CASAA_Application/Supporting_Information/02_Experiences
Add Your Achievements

Update your achievements any time prior to submission. After submission, you can add more achievements. However, you cannot update or delete completed achievements.

Achievement Details

- Type
  - Awards
  - Honors

- Name

Name of Presenting Organization

Issued Date

Brief description

Save This Achievement
Licenses and Certifications

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add new Licenses and Certifications, but you will not be able to update or delete completed Licenses and Certifications.

Add any current professional licenses and certifications that you have in this section. Click here for more information.

Add a License or Certification

I Am Not Adding Any Licenses or Certifications

Add Your Licenses and Certifications

You may update the information in this section at any time prior to submission. Once you have submitted Licenses and Certifications, but you will not be able to update or delete.

Details

- Type
  - Healthcare License
  - Healthcare Certification

- Title

- Organization Name

- Number

- Issued Date

- Valid Until

- Brief Description
Personal Statement

- Keep your topic general
- Do not exceed the maximum length
- Use your own words
- Use simple formatting
- Proofread
My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

Latest Notifications

- Your evaluation request  Today
- 📈 Welcome to the CASAA application (save this email!)  Today

View My Notifications

Program Materials

0/2 Sections Completed

Emory AA Program
Emory University

Master of Science in Anesthesia Program
Indiana University School of Medicine
The Master of Medical Science Program in Anesthesiology

The Master of Medical Science Program in Anesthesiology is a graduate medical education program in the Emory University School of Medicine. The Program accepts qualified individuals who desire to undertake rigorous didactic and clinical education in order to become knowledgeable, skilled anesthetists.

The Master of Medical Science Program in Anesthesiology is open to competitive individuals holding a baccalaureate degree who have completed basic premed courses. Individuals who successfully complete this Program are awarded a Master of Medical Science degree by Emory University. Following graduation and successful completion of the Certification Examination for Anesthesiologist Assistants, graduates can become integral anesthesia care team practice led by an anesthesiologist.

More information about the AA program

A VERIFIED CASAA application, the complete Emory Supplemental Application and Emory Supporting documents must be processed and COMPLETE, before or by Friday, October 9, 2020. Emory Supplemental supporting documents and checklist located on the AA Program website will complete your application for consideration. Visit www.emoryaa.org

AA Program Calendar

Applicants should provide complete and detailed responses to assure that evaluators are able to make adequate decisions for progression through the admissions process.

GRE and/or MCAT Results

Complete ETS official GRE scores must be provided to CASAA before submission of an application. Unofficial scores will not be verified. Complete official MCAT scores must be provided to CASAA. A copy of the official MCAT report should accompany your Emory Supporting Documents that should be mailed to the AA Program office.

Emory Supporting Documents

Emory Supporting documents (see website) should be mailed to:
Prerequisites

You must complete your Transcript Entry in the Academic History section before you can identify prerequisites.

Emory AA Program Prerequisites

When mapping your courses to our prerequisites, please note:

- One semester of human anatomy with cadaver or other laboratory OR two semesters of anatomy and physiology combined course with laboratory (Vertebrate Anatomy will not be accepted)
- All science prerequisites require labs (Physics and Biochemistry excluded)
- Organic Chemistry I with laboratory is a required course
- Courses that are preferred, but NOT required: Organic Chemistry II, Physiology, Medical Terminology, Statistics
- Complete Official GRE or MCAT results are required before submitting in CASAA
- Science GPA of 3.1 or better is preferred (the current competitive GPA is 3.4 or better)
- A letter grade of B or better required in all pre-medical science courses
- All prerequisite courses and academic programs must be completed before the program start date. For any prerequisite courses in progress at the time of application, proof of enrollment is required once available.

---

Physics II

- Add Document

Physics I

- Add Document

Chemistry I

- Add Document

---

Required Documents

- Shadowing/Healthcare Hours

Optional Documents

- CV/Resume
- License

UPLOAD TIPS

- Review Uploaded Documents
- Accepted File Types: doc, docx, pdf, rtf, rar, zip, png, jpg
- Do Not Password Protect Your Documents
- Conceal Your Social Security Number (SSN)

Provide supporting documentation for your application. You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents. If there are optional document uploads available to you, but you will not be able to replace existing document uploads with new versions or delete uploaded documents. Indicates required field.
Submit Application

- You can make limited changes once you submit.
- You can submit before receiving your transcripts and evaluations.
- Do not wait until the last minute.
- You must submit payment.
Completing Your Application

- All official transcripts have been received and posted to your application.
- At least 3 of your evaluations have been completed and submitted to CASAA.
- Your application fee payment was submitted and marked as received.
- You submitted your application and received an email confirming it was successfully submitted.
- Your application Program Status is "Complete."
CASAA & COVID-19 Updates

HTTPS://HELP.LIAISONEDU.COM/COVID-19/1_STUDENTS
Now What?

- Use UGA Resources to help prepare for an interview! UGA Career Center can help with Interview Prep, Statement of Purpose review, and more.
  - [https://uga.biginterview.com/](https://uga.biginterview.com/) - Practice Interview skills with artificial intelligence
  - PPAO Multiple Mock Interviews: do a mock interview with two staff in our office. Must have proof you have an interview lined up!

- Statement of Purpose Resources:
  - [https://career.uga.edu/personal_statement_examples](https://career.uga.edu/personal_statement_examples)
  - [https://career.uga.edu/personal_statements](https://career.uga.edu/personal_statements)
  - [https://ppao.uga.edu/resources/PS/](https://ppao.uga.edu/resources/PS/)