

OptomCAS

APPLICATION WALKTHROUGH

2020-2021



UNIVERSITY OF
GEORGIA

ASCO's Optometry Virtual Fair

June 2, 2020

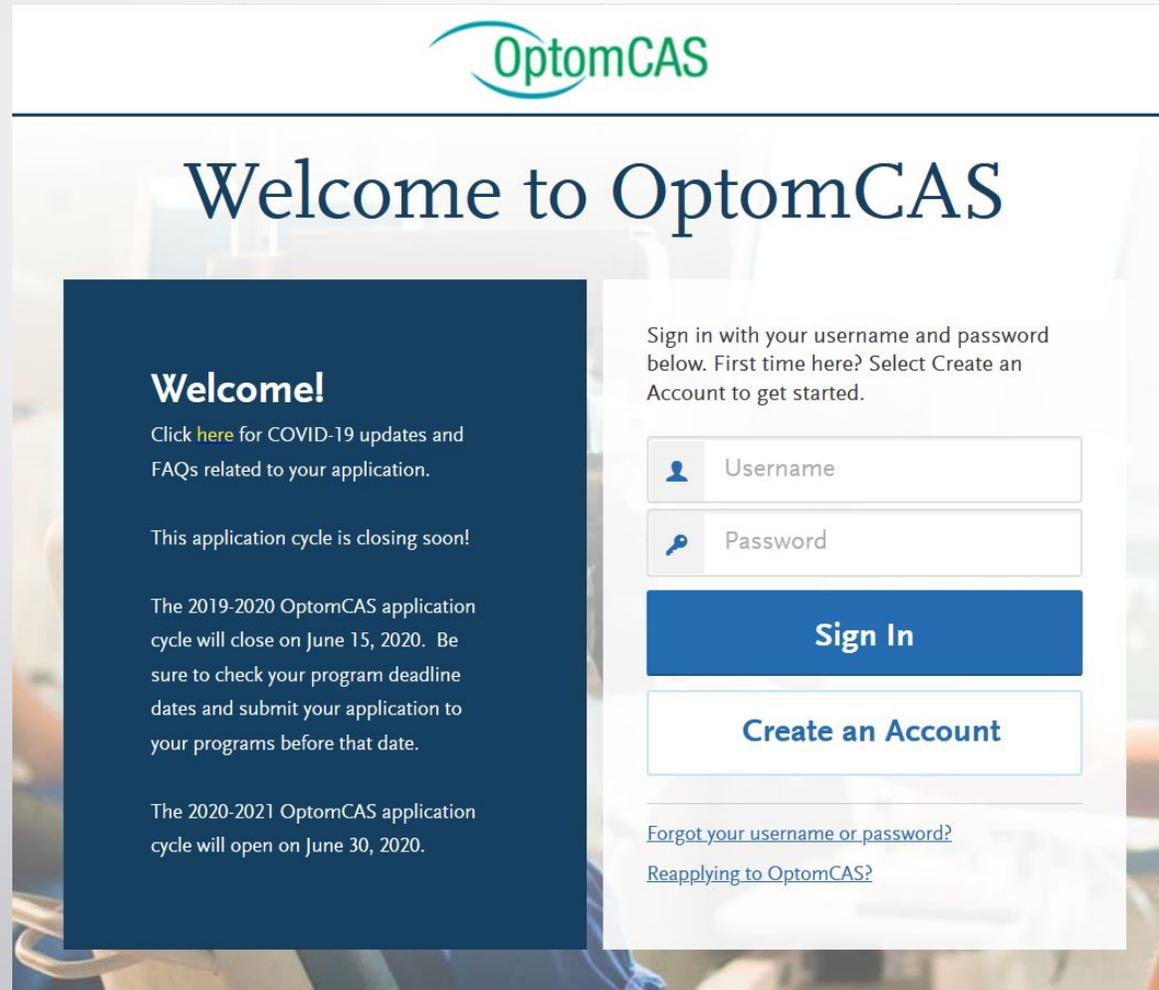


**OPTOMETRY
VIRTUAL FAIR**
Featuring Optometry
Schools & Colleges
JUNE 2, 2020

**Meet Representatives from Schools & Colleges
of Optometry in a Live Virtual Setting**
Free for all Prospective Students to Attend

- ❖ Click [here](#) for more information.
- ❖ Click [here](#) for participating institutions and chat schedule.
- ❖ Click [here](#) to register!

The 2020-2021 OptomCAS application cycle will open on **June 30, 2020.**



The screenshot shows the OptomCAS login page. At the top is the OptomCAS logo. Below it is the heading "Welcome to OptomCAS". The page is divided into two main sections: a dark blue sidebar on the left and a white main content area on the right. The sidebar contains a "Welcome!" message, a link for COVID-19 updates, a notice about the closing application cycle, and information about the 2020-2021 cycle opening. The main content area contains a sign-in prompt, input fields for "Username" and "Password", and buttons for "Sign In" and "Create an Account". There are also links for "Forgot your username or password?" and "Reapplying to OptomCAS?".

OptomCAS

Welcome to OptomCAS

Welcome!

Click [here](#) for COVID-19 updates and FAQs related to your application.

This application cycle is closing soon!

The 2019-2020 OptomCAS application cycle will close on June 15, 2020. Be sure to check your program deadline dates and submit your application to your programs before that date.

The 2020-2021 OptomCAS application cycle will open on June 30, 2020.

Sign in with your username and password below. First time here? Select Create an Account to get started.

Sign In

Create an Account

[Forgot your username or password?](#)

[Reapplying to OptomCAS?](#)

Resources and Information on COVID-19

- The Association of Schools and Colleges (ASCO) is continuing to monitor the public health threat from the Coronavirus (COVID-19).
- The 23 schools and colleges of optometry across the country and Puerto Rico are doing the same. Each institution is following their state's recommendations and individual protocols regarding this threat. [To ask questions specific to an institution, please reach out to them directly.](#)
- A statement from The Accreditation Counsel of Optometric Education, the accrediting body for optometry schools, can be read [here](#).
- [COVID-19 Statement for Current and Prospective Applicants.](#) Updated 5/5/2020
- Update from Federal Student Aid: [Guidance for interruptions of study related to Coronavirus \(COVID-19\)](#)
- The National Association of Student Financial Aid Administrators' [Coronavirus \(COVID-19\) web center](#)
- For more COVID-19 information click [here](#).

Do Your Own Research

- This presentation is meant to serve as a resource during this application cycle.
- **Please note:** If you are viewing this application walkthrough before the **June 30, 2020** application launch, there may be some changes in the application not covered in this PPT as the OptomCAS [Applicant Help Center](#) does not update until the application opens.
 - This presentation does **NOT** cover all aspects of the application, so you must do your own research!
 - The OptomCAS [Applicant Help Center](#) offers an online chat session to answer your questions immediately as you are working on your application. I recommend you try there first before you contact them via phone.
- Please use the following information to contact OptomCAS Customer Support:
 - **Hours of Operation:** Monday through Friday (9 am to 5 pm Eastern Time)
 - **Phone Number:** 617-612-2888
 - **Email:** optomcasinfo@optomcas.org. When contacting via email, please include your full name, OptomCAS ID number and detailed question.
- OptomCAS verification process may take up to six weeks after your application, transcripts, and payment are received.
 - [Frequently Asked Questions](#)
 - [Directory of Schools and Colleges of Optometry](#)
 - [Deadlines and Requirements](#)
 - [ASCO's YouTube Channel](#)

When To Apply/Checklist

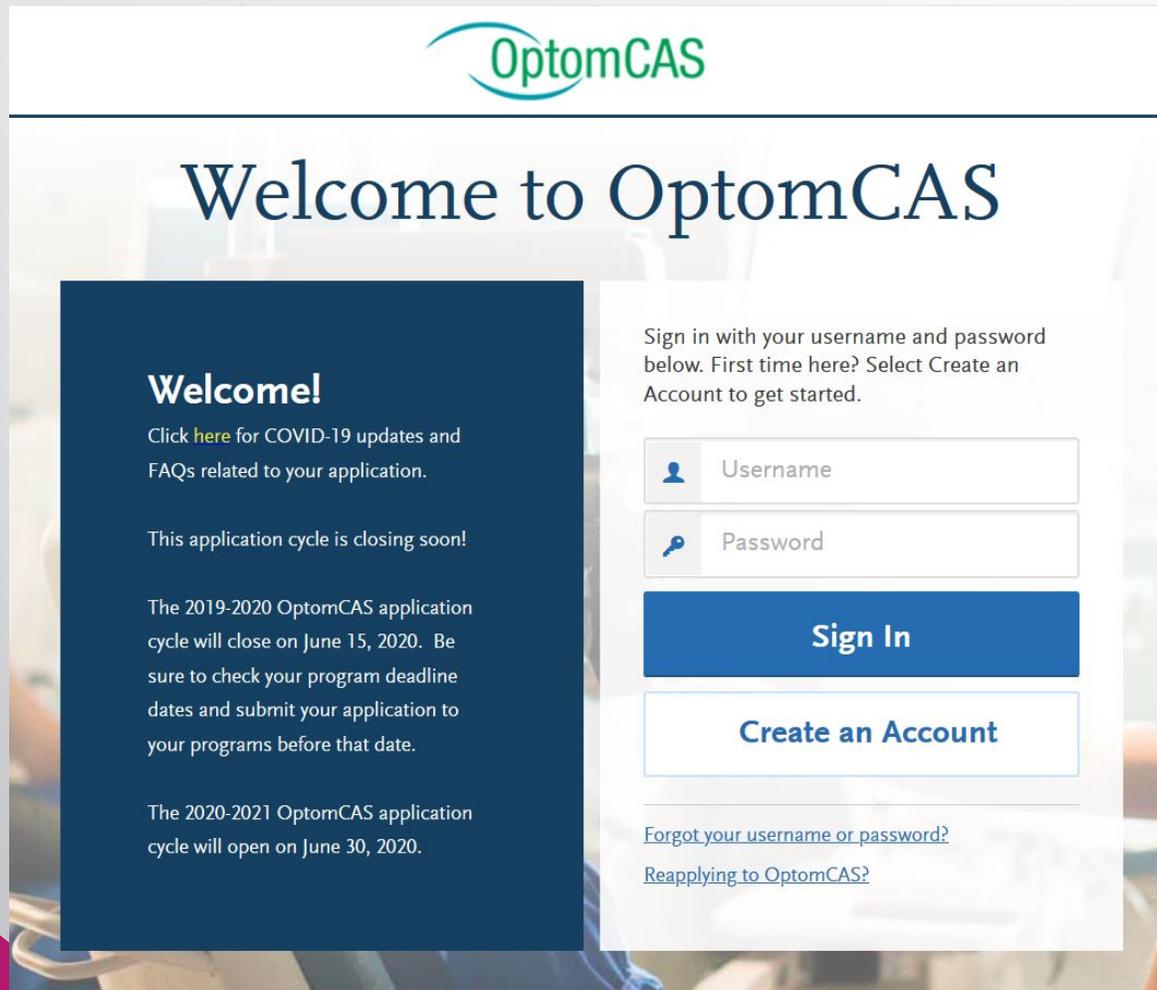
- The 2020-2021 OptomCAS application cycle will open on **June 30, 2020**.
- **Before this date, you should have:**
 - Completed all pre-OAT prerequisite courses listed on the [Pre-Optometry Quick Facts Sheet](#) and have a plan to complete the rest of the required prerequisite courses for all optometry schools that you wish to apply. View the [ASCO General and School-Specific Prerequisites](#).
 - Generated an [OATPIN](#)
 - Taken or scheduled the OAT
 - Asked your (4) evaluators to write letters of recommendation (typically, one optometrist, two hard science professors and one professional letter). Review the [Letters of Evaluation Requirements](#) for each school or college of optometry to which you are interested in applying.
 - Completed your personal statement (4500 characters max)
 - Compiled your resume
 - Documented your shadowing hours with an optometrist
 - Printed out an unofficial transcript to help you list your courses within the application
 - OptomCAS recommends you use the most up-to-date versions of Firefox or Google Chrome
 - Read the [Applicant Responsibilities](#) checklist for OptomCAS
 - Review [ASCO Functional Standards](#)

When You Should Contact a Program Directly

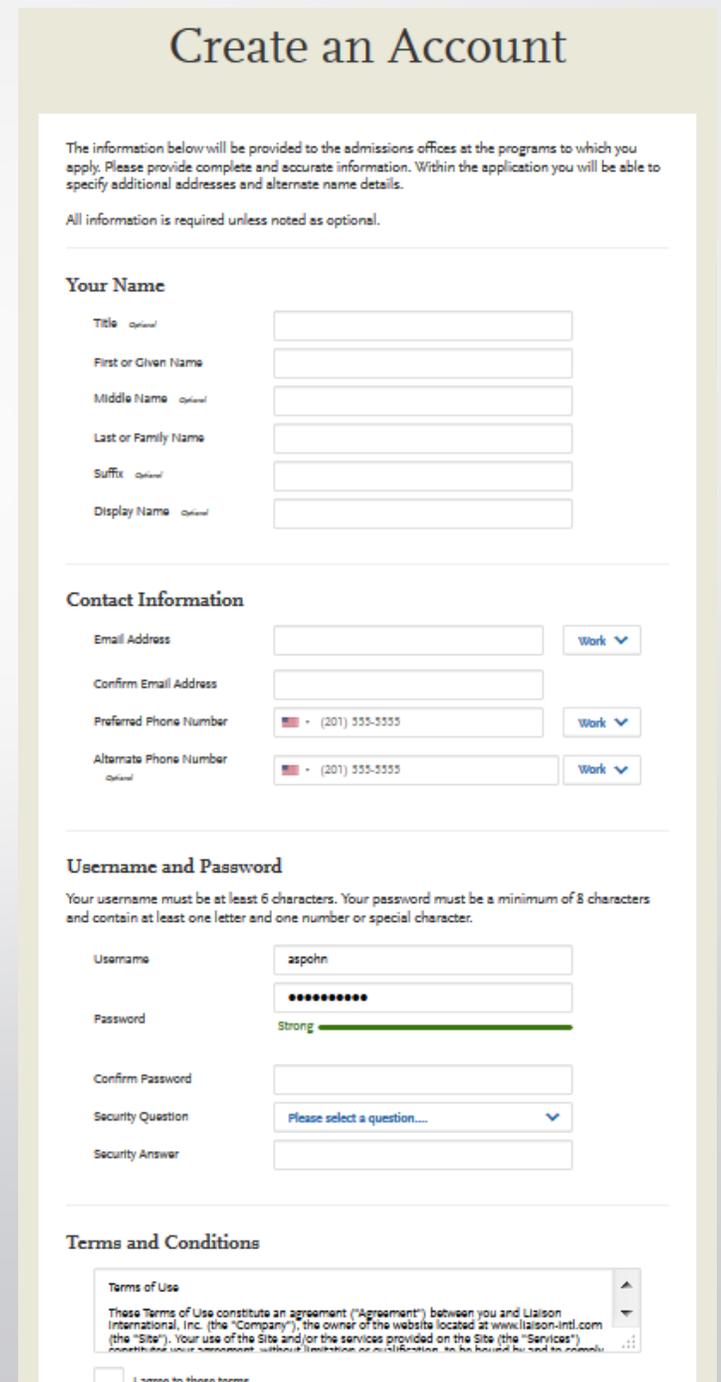
- OptomCAS can assist with application-related questions. For all other inquiries, including the following, please contact your program directly:
 - Admission requirements and policies
 - Deadline requirements
 - Prerequisites
 - Supplemental materials
 - Requirements regarding the identity of recommenders
 - Status of your application after it has been verified
 - Admission decisions and interview questions
 - Content and duration of a particular school's program

Creating An Account

- Click [here](#) to create an OptomCAS account.



The screenshot shows the OptomCAS login page. At the top is the OptomCAS logo. Below it is a large heading "Welcome to OptomCAS". On the left, a dark blue box contains a "Welcome!" message with links for COVID-19 updates and FAQs, and information about the 2019-2020 and 2020-2021 application cycles. On the right, there is a sign-in form with fields for "Username" and "Password", a "Sign In" button, and a "Create an Account" button. Below the sign-in form are links for "Forgot your username or password?" and "Reapplying to OptomCAS?".



The screenshot shows the "Create an Account" page. At the top is the heading "Create an Account". Below it is a disclaimer: "The information below will be provided to the admissions offices at the programs to which you apply. Please provide complete and accurate information. Within the application you will be able to specify additional addresses and alternate name details." A note states "All information is required unless noted as optional." The form is divided into several sections: "Your Name" with fields for Title, First or Given Name, Middle Name, Last or Family Name, Suffix, and Display Name; "Contact Information" with fields for Email Address, Confirm Email Address, Preferred Phone Number, and Alternate Phone Number, each with a "Work" dropdown; "Username and Password" with fields for Username, Password (with a strength indicator), Confirm Password, Security Question, and Security Answer; and "Terms and Conditions" with a scrollable area for the terms and a checkbox for "I agree to these terms".

Creating An Account

Account Basics

- When creating an account, consider the following:
- Create only one account to avoid processing delays and difficulties. Duplicate accounts and any documents associated with those accounts are deleted.
- For your own security, do not share your password or account information with anyone.
- Usernames and passwords are case-sensitive.
- Use an email address that you check frequently to avoid missing important updates.

New Account Instructions

To create your account, you must select at least one program to which to apply. Once your account is established you may add or remove programs as needed before you submit your application. To create an account:

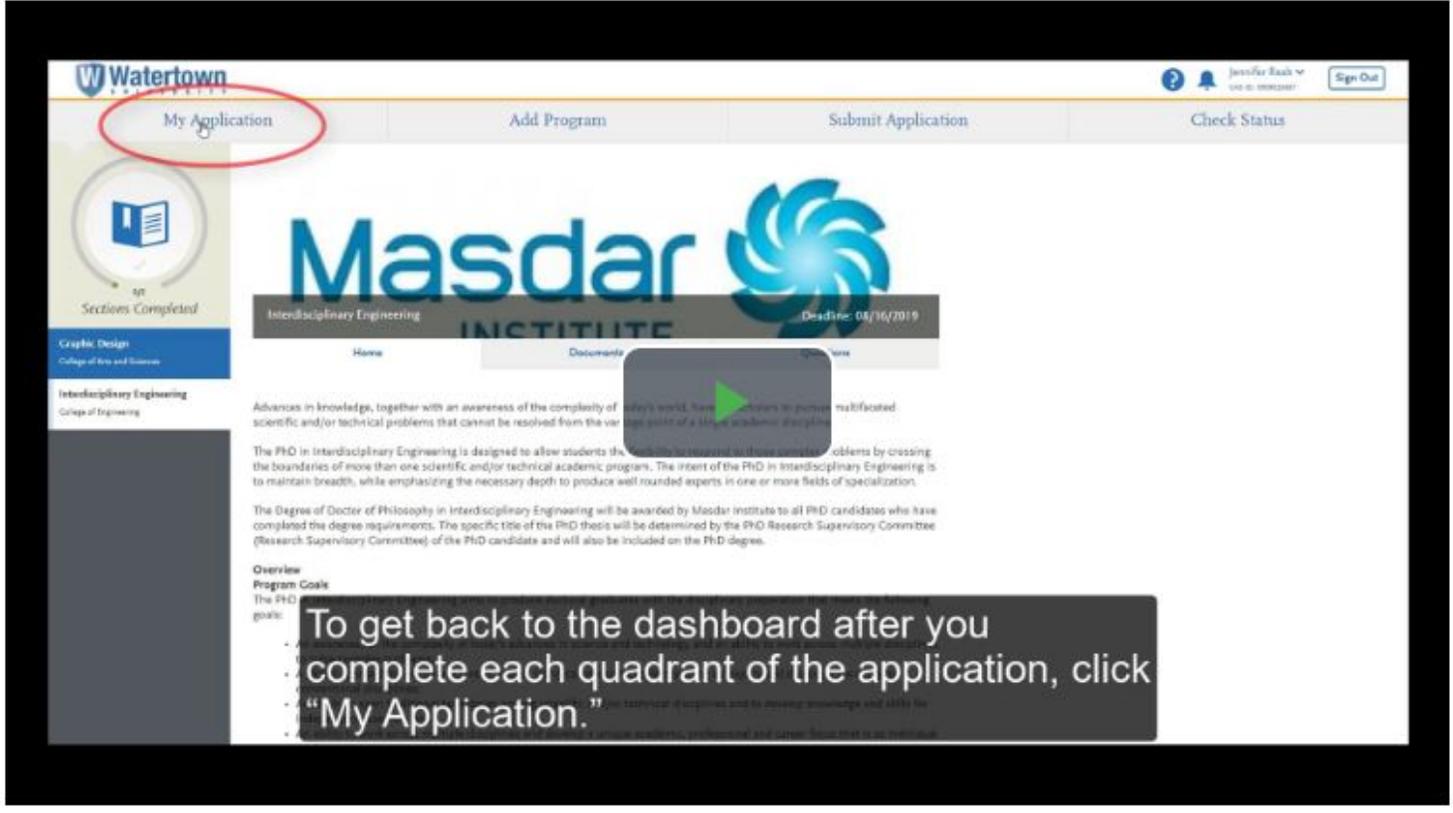
- From the application home page, click **Create an Account**.
- Complete the required fields, agree to the terms and conditions, then click **Create my account**.*
- A message appears that your account was successfully created. Click **Continue**.
- Use the arrows to review helpful information. When you're ready, click **Start Your Application!**
- Use the filters to find and select the programs to which you want to apply. Note that you can go back and change these selections at any point before you submit your application.
- When you are finished selecting your programs, click **I am Done, Review My Selections**.
- Review your selections, then click **Continue To My Application** to view your dashboard.

*You must enter your first and last name. If you only have one name, enter it in the applicable name field (i.e., first name or last name), then:

- Enter **FNU** if your first name is unknown.
- Enter **LNU** if your last name is unknown.

Once your account is created, you receive a CAS ID number. This appears in the top right corner of your application. If you need to contact customer service, provide this number to them so they can quickly find your application.

Starting Your OptomCAS Application



The screenshot shows the OptomCAS application dashboard for Masdar Institute. The top navigation bar includes the Watertown logo, a user profile for Jennifer Bach, and a 'Sign Out' button. The main navigation tabs are 'My Application' (circled in red), 'Add Program', 'Submit Application', and 'Check Status'. The left sidebar shows a progress indicator for 'My Application' with '4 of 4 Sections Completed' and lists 'Graphic Design' and 'Interdisciplinary Engineering'. The main content area features the Masdar Institute logo and a video player. A text box at the bottom of the video player reads: 'To get back to the dashboard after you complete each quadrant of the application, click "My Application."'.

***Click [here](#) to watch this introductory video.

Reapplying To OptomCAS

Overview

- You can use an existing account from a previous cycle to re-apply in the current cycle. You also keep the same CAS ID number from the previous cycle. To avoid processing delays and difficulties, do not create a new account. Duplicate accounts and any documents associated with those accounts are deleted.
- Log in to the application. A welcome screen appears; confirm you want to begin the re-application process by clicking **Start Reapplication**.
- Ensure your profile information, including your contact information, is correct.
- Decide if you want to copy application data. Your selection cannot be changed.

Welcome Back

As a previous applicant to **OptomCAS**, you can speed up the application process by copying data from your previous application. Whether you submitted an application or started an application but did not complete the application process, this time saving process applies to you.

Confirm Your Profile Information

Step 1 in the re-applicant process is to confirm your profile information. Make any necessary updates to your Name, Contact Information and Account Information.

Decide if You Want to Copy Application Data

Step 2 in the re-applicant process is to decide if you want to copy data from a previous application. You will be able to review all of the application sections and decide what you want to copy. Or, you can start with a blank application to clear out all previous application information.

Choose Your Programs

Once you have updated your profile and decided which application data to copy, you will start your new application. The first step is selecting the programs to which you want to apply.

Review Application Sections

Every section of the application for which you choose to copy application data will initially be marked with the I icon. You will need to visit each of these application sections to confirm the data is accurate or make updates.

Ready To Begin?

Start Reapplication

OptomCAS

1 2 3

Your Profile Copy Application Data Reviewing Your Application

Decide if You Want To Copy Application Data

Step 2 in the re-applicant process is to decide if you want to copy data from a previous application. Whether you previously submitted an application or started an application but did not complete the application process, you can copy data to save time with this application. Select **Copy Application Data** to move to the next step. On the next screen, you will be able to review all of the application sections and decide what you want to copy and where you would prefer to start fresh.

Copying previous data is a great way to get a head start on your application. The copy process may take some time - you will receive an email when your new application is ready for you to work on.

If your previous application was a test application or you would prefer to start with a blank application, select **Start a Fresh Application** to clear out all application information. You cannot undo the Start a Fresh Application decision, so please be sure you want to wipe out all previous application entries before selecting this option.

Start a Fresh Application **Copy Application Data**

Reapplying To OptomCAS

If You Choose to Copy Application Data

Information such as coursework, official test scores, attached transcripts, etc. **can** be copied into the new application. Letters of recommendation, essays, payments, and program-specific information **cannot** be copied into the new application.

1. Select the information you want to carry over. Unselected items will not carry over and cannot be recovered, so ensure your selections are complete before clicking **Save and Continue**.
 2. A notification alerts you that every section of the application for which you choose to copy application data will require your review. You will need to review each application section to confirm the data is accurate. Click **Continue**.
 3. A second notification provides instructions for accessing a PDF copy of your previous application. This PDF is only available if you submitted an application last cycle. Download the PDF before clicking **Continue**.
 4. Your selected data will begin copying to your new application. This can take up to 24 hours to complete and you will receive an email once the application is ready.
- To successfully copy official test scores, the name and date of birth on your new application must match the name and date of birth on your original application. Note that it can take several days for the matching process to complete.
 - If you have a difference in name and date of birth, contact customer service to have your scores manually copied into your application.

Select Application Data to Copy

Select all of the application sections for which you wish to copy application data. Any data you entered previously will be carried forward.

Colleges Attended and Transcript Entry will not be editable for applicants who were Verified in a previous application. You will be able to edit in progress degrees and coursework, and add new degrees and coursework. If you did not progress far enough in your previous application to be Verified, all information in Colleges Attended and Transcript Entry will be editable. All other sections of the application will be editable.

Personal Information

<input type="checkbox"/>	Biographic Information
<input type="checkbox"/>	Citizenship Information
<input type="checkbox"/>	Contact Information
<input type="checkbox"/>	Other Information
<input type="checkbox"/>	Race & Ethnicity

Academic Information

<input checked="" type="checkbox"/>	Colleges Attended
<input type="checkbox"/>	Standardized Tests
<input checked="" type="checkbox"/>	Transcript Entry

Supporting Information

<input type="checkbox"/>	Achievements
<input type="checkbox"/>	Experiences

[Save and Continue](#)

Reapplying To OptomCAS

Downloading Last Cycle's Application

- A PDF of last cycle's application is only available if you submitted that application to at least one program.
 - Click on your name in the upper right corner of the application, then select **View Payment History**.
 - Click **View Order Details** next to the payment.
 - Click **Download PDF**.

Updating Coursework

- If you completed additional coursework since the last cycle:
 1. Update the **Colleges Attended** section to include changes to dates, degree statuses, and schools.
 2. Update your coursework. Coursework that was verified in the previous cycle will be locked in the current cycle; however, you can add, edit, and deleted unverified courses, including those listed as planned/in-progress.
 3. Request updated transcripts for new coursework or new awarded degrees (this include degrees that were listed as "expected" last cycle and have now been updated to "awarded"). These transcripts are required and should be requested after you finish updating your coursework.

The screenshot shows the 'View Order' page in the OptomCAS system. At the top, there is a progress bar with three steps: 'Your Profile', 'Copy Application Data', and 'Reviewing Your Application', all marked with green checkmarks. Below the progress bar, the page title is 'Reviewing Your Application Settings' and the main heading is 'View Previous Application PDFs'. A paragraph explains that application PDFs are available for download within the application and that users can download PDFs for their new application as they submit it. A 'Continue' button is located at the bottom right of the page. The main content area is titled 'View Order' and includes a 'Payment Date' of Friday, 1 January 2015 10:00 AM and an 'Order #' of 1234567890A. A 'Back to Payment History' button is also present. Below this, there is a table titled 'Programs Paid For' with columns for 'PROGRAM NAME', 'SUBMISSION STATUS', and 'DETAILS'. The table lists six 'UNIVERSITY HEALTH STUDIES' programs, each with a 'Payment Status Approved' and a 'Download PDF' link. A green arrow points to one of the 'Download PDF' links with the text 'Click on the icon to download a copy of that program's PDF'. At the bottom of the table, there is a 'Payment Details' section and a 'Continue' button.

PROGRAM NAME	SUBMISSION STATUS	DETAILS
UNIVERSITY HEALTH STUDIES 1	Payment Status Approved	Download PDF
UNIVERSITY HEALTH STUDIES 2	Payment Status Approved	Download PDF
UNIVERSITY HEALTH STUDIES 3	Payment Status Approved	Download PDF
UNIVERSITY HEALTH STUDIES 4	Payment Status Approved	Download PDF
UNIVERSITY HEALTH STUDIES 5	Payment Status Approved	Download PDF
UNIVERSITY HEALTH STUDIES 6	Payment Status Approved	Download PDF

Before Selecting a Program

- **Check the program's deadline requirements.** Ensure you have enough time to apply. Determine if OptomCAS or your program requires letters of recommendations, transcripts, or other supplementary materials – if so, these must be received prior to the deadline for your application to be considered complete. Once your application is complete, it takes on average two weeks to be verified.
- **Confirm your eligibility.** Research the program and determine if you are eligible to apply. Contact the program directly if you have any questions regarding your eligibility. We do not verify prerequisites and requirements so it is your responsibility to ensure you are eligible.
- **Confirm that the program still has seats available.** Some programs fill their classes prior to their posted deadline, even if they do not specifically state they offer rolling admissions. We strongly encourage you to contact your programs and ensure seats are still available before submitting your application. We cannot offer refunds if a school you selected has already filled its class, nor can we transfer the payment to another program.

Selecting a Program

- Click **Add Program** at the top of the application home page.
- Use the filters to locate the programs you are interested in applying to.
- Click the plus sign next to a program to add it to your program list. You must select at least one program to continue completing the application. If you want to remove a program and only have one selected, you need to add the second program before you can remove the first one.
- Continue adding programs as desired.
- Begin filling out the application. Before submitting, be sure to review your program list to make sure you are applying to all your intended programs.
- Note that by submitting your application, you are committing to applying to your selected programs. You cannot substitute or remove submitted programs after submissions. Additionally, we do not offer refunds for selections made in error and we do not transfer payments to another program.

My Application	Add Program	Submit Application	Check Status				
Add Programs							
Add Program	Selected Programs	Search for a Program or Organization <input type="text"/> <input type="button" value="Q"/> <input type="button" value="Filters"/>					
Showing results for: <input checked="" type="checkbox"/> Available Programs							
Add	Program Name	Degree	Start Term	Start Year	City	State	Deadline
INTER AMERICAN UNIVERSITY OF PUERTO RICO SCHOOL OF OPTOMETRY							
<input type="checkbox"/>	Inter American University of Puerto Rico School of Optometry	OD	Fall	2020	Bayamon	Other	06/15/2020
MCPHS UNIVERSITY SCHOOL OF OPTOMETRY							
<input type="checkbox"/>	MCPHS University School of Optometry	OD	Fall	2020	Worcester	MA	06/01/2020

Deleting OptomCAS Programs

- You can remove a program(s) at any time prior to submitting the application; however, any information entered in the **Program Materials** section will be lost and cannot be retrieved or transferred. Information in the **Personal Information, Academic History, and Supporting Information** sections will be retained for any programs to which you choose to submit.
- Once you submit your applications, you cannot remove any programs. To withdraw yourself from consideration for admission to a program, contact the program directly. Note, however, that OptomCAS does not offer applicant refunds for any reason.
- **Note that your application must always have at least one program selected. If you want to change or remove a program prior to submission, be sure to select a new program first.**
- **From the Add Program Page**
 - Click **Add Program** at the top of the page.
 - Click the **Undo** button to the right of the program name.
 - Click **Yes, Delete this Program** to confirm.
- **From the Submit Application Page**
 - Click **Submit Application** at the top of the page.
 - Click the trash can icon next to the program you want to remove.
 - Click **Yes, Delete this Program**.

Program Selection

OptomCAS Application Fees

- 1 school: **\$\$\$180**
- Each additional school: **\$70**
- Average applicant applies to 7-10 schools
- 10 schools: **\$810** (Under the Submit Application tab you can see the total cost before you confirm your application)

APPLY EARLY!

- Since optometry school acceptance is done on a **ROLLING BASIS**, applicants who submit early are more successful in being invited to interviews and considered for scholarships first. **Please note** that there are exceptions. For example, UC Berkeley is **NOT** based on rolling admissions. They expect all applications to be submitted by a certain date.
- Once your application becomes complete (application submitted and all official transcripts received) it can take **4 – 6** business weeks for your application to be verified.

The screenshot displays the 'Review Your Program Selections' interface. At the top, it shows 'APPLICATIONS READY FOR SUBMISSION' as 0 and 'TOTAL FEE (\$)' as \$460. A blue button labeled 'Continue To My Application' is positioned on the right. Below this, a 'Sort By' dropdown menu is set to 'Deadline'. The main area contains a grid of program selection cards, each with a green progress bar and a checkmark icon. The programs listed are:

- MCPHS University School of Optometry (Term: Fall, Deadline: 06/01/2020)
- Midwestern University Chicago College of Optometry (Term: Fall, Deadline: 06/15/2020)
- University of the Incarnate Word School of Optometry (Term: Fall, Deadline: 06/15/2020)
- NOVA Southeastern University College of Optometry (Term: Fall, Deadline: 05/15/2020)
- Inter American University of Puerto Rico School of Optometry (Term: Fall, Deadline: 06/15/2020)

Personal Information Section

This section is used to gather your biographic and contact information, as well as citizenship, race/ethnicity, and other information.

- OptomCAS Release Statement
- Biographic Information
- Contact Information
- Citizenship Information
- Race & Ethnicity
- Other Information

The screenshot displays the 'My Application' dashboard with the following elements:

- Navigation:** 'Add Program' and 'Submit Application' buttons at the top.
- Header:** 'My Application' title and a brief description: '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.'
- Notifications:** A 'Latest Notifications' box containing:
 - A warning: 'This application cycle is closing soon!' (Last week)
 - An announcement: 'The 2019–2020 OptomCAS Academic Update (AU) period has started.' (12/12/2019)
 - A 'View My Notifications' button.
- Progress Grid:**
 - Personal Information:** 0/6 Sections Completed (Icon: person and document)
 - Academic History:** 0/3 Sections Completed (Icon: graduation cap)
 - Supporting Information:** 0/3 Sections Completed (Icon: folder)
 - Program Materials:** 0/5 Sections Completed (Icon: book)
- Footer:** 'Getting Started? Speed up your application by entering your colleges attended first.'

OptomCAS Release Statement

Overview

- In this section, you must review and respond to the following release statements in order to submit your application. Once you submit your application, your responses cannot be edited. Please review these instructions and the content of the statements carefully. It is your responsibility to read and understand these statements before responding to them. If you have any questions regarding these statements, contact customer service at 617-612-2888 for clarification before making your selections.

Continuing Disclosure

- Disclosure is a continuing duty. Select the checkbox to indicate you understand and agree to the statement.

ASCO Standards

- Select **Yes** to indicate you reviewed and understand the [ASCO Functional Standards for Didactic and Clinical Optometric Training](#).

OptomCAS Applicant Responsibilities

- Select the checkbox to indicate you agree to follow the [Applicant Responsibilities](#).

OptomCAS Code of Conduct

- This release certifies that you have read and agree to abide by the [Applicant Code of Conduct](#). OptomCAS applicants are expected and required to abide by the Applicant Code of Conduct in order to be considered for entry into the optometry profession.

Advisor Release

- Selecting **Yes** for this release allows OptomCAS to release certain information to pre-health advisors at schools you previously attended. This information includes some application information, including your GPA, the names of the optometry programs to which you applied, and which program, if any, you matriculate into. They will not see documentation such as transcripts or letters of recommendation.
- If you select **No**, OptomCAS will not release your information to advisors. We encourage you to authorize this release, as it is useful to advisors assisting you and other future applicants; however, it will not affect the consideration given to your application

Biographic Information

Your Name: This section pulls in information you entered when you created your account. Confirm that what appears here is correct; click the **My Profile** link to make changes.

Alternate Name: If you are sending any documentation or test scores in which your name is listed differently than it appears on your application, select **Yes** in this section and enter the alternate information. This ensures that your documents and test scores are matched to your application. Contact customer service so they can manually match these items to your application; failure to do so could cause significant delays.

- Examples of alternate names include:
 - Birth names (if different from current legal name)
 - Maiden names
 - Nicknames (e.g., "Bob" for Robert, "Beth" for Elizabeth, etc.)
 - "Westernized" names
 - Alternate punctuation (e.g., your name appears with/without a hyphen or apostrophe)
 - Alternate spacing (e.g., your name appears with or without specific spaces)
 - Known misspellings (if a document contains a misspelling)

Sex: Select the appropriate option.

Gender Identity: Use the drop-down to select your gender identity.

Birth Information

- Enter your date of birth in MM/DD/YYYY format. For example, January 7, 1989, would be listed as 01/07/1989. Make sure you enter your date of birth correctly; failure to do so could cause significant delays with matching documentation and test scores.
- Then, enter your country, city, state/territory/province, and county of birth.
- Note: to ensure applicants are entering consistent data for some questions, this application uses pre-populated answer options that are maintained by the [International Organization for Standardization \(ISO\)](#). For example, country answer options are derived from [ISO 3166](#), which is the international standard for country codes and codes for their subdivisions.

Biographic Information

Enter biographic information in this section. Some fields pull in the information you entered when you created your account. Confirm that what appears here is correct; click the **My Profile** link to make changes. [Click here](#) for more information.

You can edit this section after you submit your application.

* Indicates required field

Your Name

To make changes to your name, go to the [Profile Section](#)

First or Given Name	<input type="text" value="Amanda"/>
Middle Name	<input type="text" value="C"/>
Last or Family Name	<input type="text" value="Spohn"/>
Suffix	<input type="text"/>

Alternate Name

* Do you have any materials under another name (for example a maiden name, middle name or nickname)?

Yes No

Sex

* What biological sex were you assigned at birth, such as on an original birth certificate?

Male Female Decline to State

Gender Identity

* How do you describe your current gender identity?

Birth Information

* Date of Birth	<input type="text" value="MM/DD/YYYY"/>
* Country	<input type="text" value="Select Country"/>
* City	<input type="text"/>
* State/Province	<input type="text" value="Select State/Province"/>
* County	<input type="text" value="Select County"/>

Contact Information

Current Address

- Enter the address where you want to receive mail correspondence. Be sure to keep this section up-to-date as you complete and submit your application. If you anticipate a change of address, enter the date through which your current address is valid.
- Note: to ensure applicants are entering consistent data for some questions, this application uses pre-populated answer options that are maintained by the [International Organization for Standardization \(ISO\)](#). For example, country answer options are derived from [ISO 3166](#), which is the international standard for country codes and codes for their subdivisions.

Permanent Address

- If your current address is different from your permanent address, select **No** under **Is this your permanent address?** Then, enter the address that you consider to be your permanent and/or legal residence.
- Note: to ensure applicants are entering consistent data for some questions, this application uses pre-populated answer options that are maintained by the [International Organization for Standardization \(ISO\)](#). For example, country answer options are derived from [ISO 3166](#), which is the international standard for country codes and codes for their subdivisions.

Phone Number

- Your phone number pulls in from the information entered when you created your account. Verify that the listed phone number and type are correct; click the **Profile Section** link to make changes.

Email

- Your email address pulls in from the information entered when you created your account. Verify that what appears here is correct; click the **Profile Section** link to make changes.

The screenshot displays a web form for contact information, organized into four main sections: Current Address, Permanent Address, Phone, and Email. Each section contains a set of input fields and a dropdown menu for address type.

Current Address

- * Country / Territory: Select a Country (dropdown)
- * Street Address 1: [Text input]
- Street Address 2: [Text input]
- * City: [Text input]
- * State/Province: Select a State/Province (dropdown)
- * County: Select a County (dropdown)
- * Zip/Postal Code: [Text input]
- Approximate Date through which current address is valid: [Calendar icon] MM/DD/YYYY
- * Is this your permanent address?: Yes No

Permanent Address

- What is your permanent address? (dropdown)
- * Country / Territory: Select a Country (dropdown)
- * Street Address 1: [Text input]
- Street Address 2: [Text input]
- * City: [Text input]
- * State/Province: Select a State/Province (dropdown)
- * County: Select a County (dropdown)
- * Zip/Postal Code: [Text input]

Phone

To make changes to your phone number, go to the [Profile Section](#)

- * Preferred Phone Number: 6145603325 [Type: Work (dropdown)]
- Alternate Phone Number: [Text input] [Type: (dropdown)]

Email

To make changes to your email, go to the [Profile Section](#)

- * Email: aspohn@uga.edu [Type: Work (dropdown)]

Citizenship Information

United States Citizenship Details

- Select your US citizenship status and country of citizenship, if applicable. If you have dual citizenship, indicate your second country of citizenship.
- When selecting your status, consider the following definitions which are adapted from the US State Department:
 - ❖ **US Citizen:** an individual who was born in the US or attained citizenship through naturalization.
 - ❖ **Permanent US Resident:** an individual who holds a [Green Card](#) and is permitted to permanently live and work in the US.
 - ❖ **Temporary US Resident:** an individual who is an [alien](#) – a nonimmigrant foreign national – who is approved to [temporarily live](#) in the US for a specific purpose (e.g., as a student), has a permanent residence abroad, and does not hold a Green Card.
 - ❖ **Non-resident:** an individual who is a nonimmigrant foreign national and who is permitted to travel in the US for [tourism or business](#) for stays of 90 days or less.
 - ❖ **None:** an individual who has no US citizenship or visa (immigrant or nonimmigrant) status.
 - ❖ Note: to ensure applicants are entering consistent data for some questions, this application uses pre-populated answer options that are maintained by the [International Organization for Standardization \(ISO\)](#). For example, country answer options are derived from [ISO 3166](#), which is the international standard for country codes and codes for their subdivisions.

Residency Information

- Provide your residency information, including your legal state of residence.

Citizenship Information

Enter your citizenship information in this section. [Click here](#) for more information.

Once you submit your application, you can only update visa information, if applicable.

United States Citizenship Details

- * U.S. Citizenship Status
- * Country of Citizenship
- * Do you have dual citizenship?
 Yes No

Residency Information

- * Legal State of Residence
- * Legal County of Residence
- * How long have you been a resident of your state?
- * How long have you lived in the U.S.?

Visa Information

- * Do you have a U.S. Visa?
 Yes No

Citizenship Information

Visa Information

- If you currently have a US Visa, select **Yes** and enter all visa information. Please note that we cannot advise you on your visa status or any related details.
- When selecting your visa type, consider the following definitions which are adapted from the US State Department. Note that this list is not all-inclusive. Refer to the [US State Department](#) for more information.
 - ❖ **B-1 Visitor:** an individual who wants to enter the US [temporarily for business](#).
 - ❖ **F-1 Student:** an individual who wants to study at a US [academic institution](#). This is the most common student visa type.
 - ❖ **H1-B Employee:** an individual who wants to work in the US in a [specialty occupation](#).
 - ❖ **J-1 Student:** an individual who wants to study at a US [academic institution](#). This is generally used for students in educational exchange programs (e.g., Fulbright Program).
 - ❖ **J-1 Teacher, Researcher, or Trainee:** an individual who wants to [teach](#) at a US primary or secondary school, [research](#) at a US institution, or [train](#) in an occupational field at a US business.
 - ❖ **Refugee:** an individual who is located outside of the US, is of special humanitarian concern to the US, demonstrates that [they were persecuted or fear persecution](#) due to race, religion, nationality, political opinion, or membership in a particular social group, is not firmly resettled in another country, and is admissible to the US.
 - ❖ **Visa Waiver WB:** an individual from a [Visa Waiver Program \(VWP\) participating country](#) that allows travel to the US for business stays of 90 days or less without obtaining a visa.
 - ❖ **Visa Waiver WT:** an individual from a [Visa Waiver Program \(VWP\) participating country](#) that allows travel to the US for tourism stays of 90 days or less without obtaining a visa.
 - ❖ **Other:** an individual who has received a visa type not listed. Note that this list is not all-inclusive and more visa types may be available in the application.

The screenshot shows a form titled "Visa Information". At the top, there is a question: "Do you have a U.S. Visa?" with two radio buttons, "Yes" (selected) and "No". Below this, there are several input fields, each preceded by a red asterisk:

- Visa Number: A text input field.
- What type of Visa?: A dropdown menu with "Select Visa Type" and a downward arrow.
- Who Issued your Visa?: A text input field.
- Issued in City: A text input field.
- Country: A dropdown menu with "Select Country" and a downward arrow.
- Valid From: A date picker with a calendar icon and the format "MM/DD/YYYY".
- Valid Until: A date picker with a calendar icon and the format "MM/DD/YYYY".
- Visa Sponsor: A text input field.

Race & Ethnicity

Programs fully recognize the importance of diversity in their student body and in the workforce. Accordingly, programs strongly encourage applications from persons from all socioeconomic, racial, ethnic, religious, and educational backgrounds and persons from groups underrepresented in the profession. Please select any and all of the options in this section which you feel best apply to you. Please note that this section is used for statistical purposes only and in no way affects your application or financial aid eligibility.

Ethnicity

- Indicate whether you consider yourself to be of Hispanic or Latino origin. This question is optional.

Race

- Select one or more of the groups of which you consider yourself to be a member. This question is optional.

The screenshot shows the OptomCAS application interface. At the top, the logo 'OptomCAS' is visible. Below it, there are two tabs: 'My Application' and 'Add Program'. The main heading is 'Race & Ethnicity'. A progress indicator shows '0/6 Sections Completed'. A sidebar on the left lists various sections: 'Release Statement', 'Biographic Information', 'Contact Information', 'Citizenship Information', 'Race & Ethnicity' (which is highlighted), and 'Other Information'. The main content area contains instructions: 'Select any and all of the options in this section which you feel best apply to you. Note that this section is used for statistical purposes only and in no way affects your application or financial aid eligibility. [Click here](#) for more information.' Below this, it states 'Once you submit your application, you cannot edit this section.' and a note '* Indicates required field'. The 'Ethnicity' section has a dropdown menu with the question 'Do you consider yourself to be of Hispanic/Latino origin?'. The 'Race' section has a heading 'Please select one or more of the following groups in which you consider yourself to be a member.' followed by five radio button options: 'American Indian or Alaska Native', 'Asian', 'Black or African-American', 'Native Hawaiian or Other Pacific Islander', and 'White'. At the bottom, there is a blue button with a checkmark and the text 'Save and Continue'.

Other Information

Military Status

- If you have US military experience, select your anticipated status at the time of enrollment from the drop-down. Select **Not a member of the military** if this does not apply.

Felony and Misdemeanor Convictions

- Indicate whether you've ever been convicted of a misdemeanor or felony. Note that most programs require satisfactory background check results as a condition of acceptance. Failure to disclose and provide accurate information about prior convictions may have serious consequences, such as annulment of acceptance offers, program dismissal, or other sanctions.
- 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 traffic violations), and, in some cases, prior records thought to have been expunged. Note that in some states, common traffic violations may be considered misdemeanors.
- Candidates with criminal records due to felony offenses are encouraged to be aware of the potential impact for program acceptance and future licensure. Contact the programs you wish to apply to and state licensing agencies where you hope to practice for advice if you have a felony conviction or a criminal record. If you are uncertain of the status of a charge versus a conviction on your record, or if you are uncertain as to whether your offense was an infraction, misdemeanor, or a felony, contact the city, county, or state jurisdiction where the incident occurred.
- If you are convicted of a misdemeanor or felony prior to admission and/or matriculation, it is your responsibility to immediately inform your program(s).

The screenshot shows a web application interface for 'My Application' with a navigation bar at the top containing 'My Application' and 'Add Program'. A progress indicator on the left shows '0/6 Sections Completed' with a circular graphic. A sidebar on the left lists sections: 'Release Statement', 'Biographic Information', 'Contact Information', 'Citizenship Information', 'Race & Ethnicity', and 'Other Information'. The main content area is titled 'Other Information' and contains the following sections:

- Military Status:** A dropdown menu labeled 'Select Military Status' with the instruction: 'Indicate your anticipated United States Military status at the time you enroll:'. A red asterisk indicates a required field.
- Misdemeanor:** A question: '* Have you ever been convicted of a Misdemeanor?' with radio buttons for 'Yes' and 'No'.
- Felony:** A question: '* Have you ever been convicted of a Felony?' with radio buttons for 'Yes' and 'No'.
- Academic Infraction:** A question: '* Have you ever been disciplined by any college, university, or professional school for: (1) unacceptable academic performance (academic probation, suspension, dismissal, etc.) or (2) conduct violations?' with radio buttons for 'Yes' and 'No'.
- License Infraction:** A question: '* Have you ever had any certification, registration, license or clinical privileges revoked, suspended or in any way restricted by an institution, state or locality?' with radio buttons for 'Yes' and 'No'.

Other Information

Academic Infraction

- Indicate whether you have ever been disciplined or placed on academic probation while attending an academic institution. If yes, enter an explanation in the spaces provided.

License Infraction

- Indicate whether you have ever had any certification, registration, license, or clinical privileges revoked, suspended, or in any way restricted by an institution, state, or locality. If yes, enter an explanation in the spaces provided.

Previous Attendance at a Medical School or Health Profession Program

- Indicate whether you previously attended a medical school or health profession program anywhere in the world, regardless of completion. If you select **Yes**, enter details about the program.

Period of Non-Enrollment and Unemployment

- Indicate if you have been out of school and unemployed for a period of time greater than six months. If you select **Yes**, enter the dates and an explanation as to what caused this period of non-enrollment and unemployment.

Additional Questions

- Select your answers to any additional questions. Answering these questions helps programs gather information to develop future recruitment strategies.

Academic Infraction

* Have you ever been disciplined by any college, university, or professional school for: (1) unacceptable academic performance (academic probation, suspension, dismissal, etc.) or (2) conduct violations?

Yes No

License Infraction

* Have you ever had any certification, registration, license or clinical privileges revoked, suspended or in any way restricted by an institution, state or locality?

Yes No

Previous Attendance at a Medical School or Health Profession Program

* Have you ever matriculated in or attended any medical school or health profession as a candidate for a professional degree?

Yes No

Periods Of Non-Enrollment And Unemployment

* Have you had periods of unemployment or non-enrollment for longer than 6 months?

Yes No

Additional Information

Are you a first generation college student?

Yes No

In what year did you graduate high school?

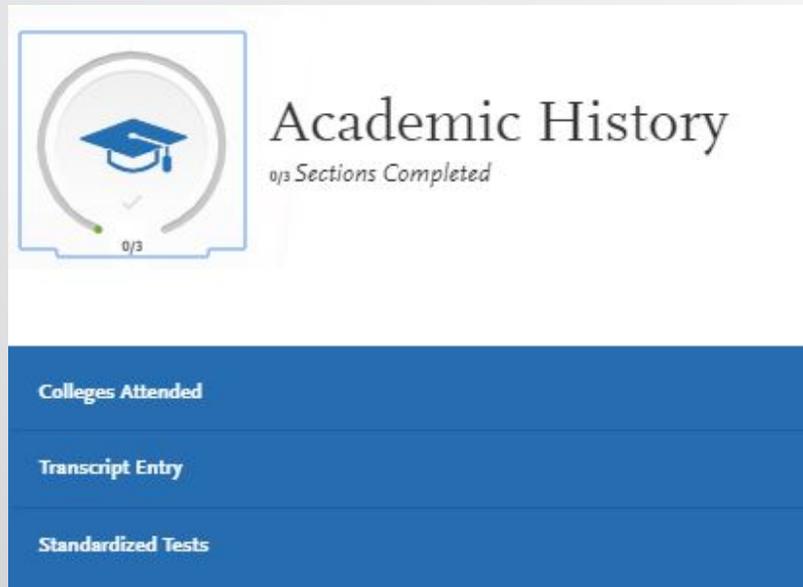
* Who was the most influential person in your decision to apply for OD studies?

OAT PIN

What is your OAT PIN?

OptomCAS Academic History

- This section is where you input the colleges you attended. Additionally, you can provide information about tests you have taken or plan to take, such as the OAT.



- OptomCAS will **NOT** process any document that is received **prior to June 30, 2020**.
 - Documentation received earlier than this **date** will be discarded.

A screenshot of the 'Add Your Colleges or Universities' form. The title is 'Colleges Attended' and the main heading is 'Add Your Colleges or Universities'. Below the heading, there is a text prompt: 'Please add all undergraduate, graduate or professional institutions you attended or are currently attending.' and a note: 'You may update the information in this section at any time prior to submission.' A legend indicates '* Indicates required field'. The form contains several required fields: 'What college or university did you attend?' with a text input field containing 'UNIVERSITY OF GEORGIA'; 'Did you obtain or are you planning to obtain a degree from this college or university?' with radio buttons for 'Yes' (selected) and 'No'; 'Degree Info' with radio buttons for 'Degree Awarded' and 'Degree In Progress' (selected); 'What type of degree are you planning to earn?' with a dropdown menu; 'When will you earn that degree?' with dropdown menus for 'Select Month' and 'Select Year'; 'What is your major?' with a dropdown menu; and 'What is your minor?' with a dropdown menu. There is also a checkbox for 'Check if you were a double major' and a blue button labeled '+ Add another Degree'.

Colleges Attended

Requirements

- **Report all institutions attended regardless of their relevance to the programs you are applying to or if you already attended another optometry school.** Failure to report an institution may cause your application to be undelivered. This can significantly delay the processing of your application. Report all institutions attended, including but not limited to:
 - courses taken in high school for college or university credit
 - summer courses
 - community college courses
 - US military academies (note that this does not include courses on SMART or JST transcripts)
 - post-baccalaureate, graduate, and doctoral work
 - study abroad, Canadian, and foreign work, etc.
- **List all institutions on your application** even if the coursework completed there was transferred to another institution.
- **Report each institution only once**, regardless of the number of degrees earned or gaps in the dates of attendance.
- **Send official transcripts** for each institution.

Adding a College or University

- Click **Add a College or University**.
- Type and select your college or university. It may take several tries to find your school, especially if it shares its name with others or could be spelled differently. For example, if you attended "Saint John's University," you may need to try "Saint John," "St. John," or "St John" (no period) to bring the school up on the list. If you exhausted all options and it does not appear, select **Can't find your school?**
- Select if you obtained (or plan to obtain) a degree from the selected institution.
 - If you earned or plan to earn a degree, provide details about the earned or expected degree.
 - Click **Add another Degree** to add additional degrees for this same college or university.
- Select your college's or university's term system. You can usually find this on the back of your official transcripts, or you can contact your college's registrar.
 - Term system refers to the type of hours your credits are worth, not the length of the term or how many terms a year your college or university offered.
 - If your transcript lists some courses as quarter and others as semester, enter the term type that is most common (i.e., if you have six quarter terms and two semester terms, enter quarter).
- Enter dates of the first and last terms you attended. Be sure to only enter each college or university you attended once, regardless of gaps in your attendance there.
- Click **Save This College or University** to complete the entry.

Sending Transcripts

- For each college or university entered, click the **Download Transcript Request Form** button to download and print a transcript matching form. Provide this form to the college's or university's Registrar's Office so that they can send an official transcript to OptomCAS. See [Sending Official Transcripts to OptomCAS](#) for more information (and for information on sending electronic transcripts).
- Note that if you attended a foreign college or university – and depending on your program's requirements – you may be required to send a foreign evaluation. See [Sending Official Transcripts to OptomCAS](#) for more information.

Requirements

- Transcripts must be sent to OptomCAS from all US and English-speaking Canadian institutions you listed in the **Colleges Attended** section of your application, even if the courses later transferred to another institution. We cannot process your application without receiving all of your transcripts.
- Do not send foreign transcripts (non-US/non-English-Canadian). This includes transcripts from Caribbean and French-Canadian schools. We cannot accept these documents and they will be destroyed. See the **Foreign and French-Canadian Transcripts** section for more details.
- Transcripts must be original. Transcripts that are photocopied, faxed, on file at a career center or Interfolio, etc. are not accepted.
- Transcripts must be addressed to OptomCAS. Transcripts addressed to you, a program, school, or any address other than OptomCAS are not accepted.
- Transcripts must be mailed by your registrar. For security purposes, we cannot accept transcripts mailed by you or anyone other than the registrar. If anything on your transcript indicates that it was issued to the student, picked up by you, or mailed to any address other than OptomCAS, your transcript will be rejected and you will need to send a new one.
- In rare occurrences where a school's computer system can only include the applicant's name in the transcript's Issue to field, instruct the registrar to mail the transcript to OptomCAS and include a letter stating the registrar's policy for addressing transcripts. Transcripts will not be accepted without this letter. Additionally, the transcript cannot have an "Issued to Student" or "Student Copy" stamp and cannot be picked up by the applicant.

Sending Transcripts

How to Send US or English-Canadian Transcripts

- Enter your colleges or universities in the **Colleges Attended** section before requesting any transcripts.
- Click the **Download Transcript Request Form** under each school you listed and print each form.
- Contact the registrar at each institution you attended and request one transcript be sent to OptomCAS. You only need to submit one transcript from each school regardless of the number of programs you're applying to.
- Provide the registrar with the following items:
 - OptomCAS Transcript Request Form. Ask the registrar to attach it to your official transcripts. This form is not required, but strongly recommended as it helps ensure your official transcripts are properly matched to your application. If you cannot use this form, make sure the registrar prints "OptomCAS" and your full OptomCAS ID number on the transcript before mailing it.
 - Any school-specific forms required by the registrar.
 - Any transcript fees required by the registrar.
 - All information needed by the registrar to properly identify you in the school's database.
 - Any name changes.
 - Your OptomCAS ID number.
- Follow up with your school(s) to ensure that your transcripts were mailed, and obtain the date they sent them. Be aware that processing times vary by school and may take longer towards the end of a semester. Some schools may not send your transcript until the semester is over.
- Monitor the **Check Status** page to ensure your transcript is received. On average, it takes up to seven business days for your transcript to post to your application from the date we receive it. If your transcript is not posted after this timeframe, contact customer service.

Sending Transcripts

Sending Transcripts by Mail * I recommend you send transcripts electronically.**

- Your registrar should mail your paper transcripts to the following address:
- OptomCAS Transcript Processing Center
PO Box 9119
Watertown, MA 02471
- OptomCAS is not responsible for any materials lost in the mail or delays caused by the Registrar's Office. Express or certified mail does not guarantee faster processing or receipt.

Sending Transcripts Electronically

- **Please note that electronic transcripts are not the same as emailed transcripts. We cannot accept transcripts sent via email.**
- OptomCAS only accepts electronic transcripts from Credentials Solutions, Parchment, and National Student Clearinghouse. If your school does not offer any of these services, your transcript must be sent by mail.
- If your school requires that you use a service other than Credentials Solutions, Parchment, or National Student Clearinghouse, you should ask that service to mail the transcripts instead of sending them electronically. Since you cannot include the Transcript Request Form, you should include your full OptomCAS ID number when entering the OptomCAS mailing address.
- When using any of these services, select OptomCAS as the recipient. If you can't select OptomCAS and instead are asked for an email address, your transcript must be sent by mail. Do not send your transcript to the OptomCAS customer service email.
- **UGA uses Parchment:**
 - **Parchment**
 - [Click here](#) to see if your school offers the Parchment service. If your school is not listed, your transcript must be sent by mail. Otherwise, follow the instructions to proceed. Once your transcript is requested, it takes up to seven business days for it to post to your application. If your transcript is not posted after this timeframe, contact Parchment directly to confirm the order was completed, then contact customer service.

Transcript Process

OptomCAS

My Application Add Program

Colleges Attended

Report all institutions attended, including optometry school or college, 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 dates of attendance. Note that you must request your transcripts be sent to OptomCAS. [Click here](#) for more information.

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

+ Add a College or University

MY ATTENDED COLLEGES

UNIVERSITY OF GEORGIA

August 2018 - Still Attending | Semester System | Associate Arts Degree Expected: May 2021

Download Transcript Request Form

- Click **DOWNLOAD TRANSCRIPT REQUEST FORM:** Generate a request form for each institution and provide it to the university Registrar's Office to submit with the official transcript.

OptomCAS

9335870187-7890663-X

Transcript Matching Form

OptomCAS - Central Application Service

CAS ID: 9335870187

Applicant's Name: Spohn Amanda
Last Name First Name

Alternate Name, if any: _____
Last Name First Name

Academic Institution Name: UNIVERSITY OF GEORGIA

Instructions to the Registrar

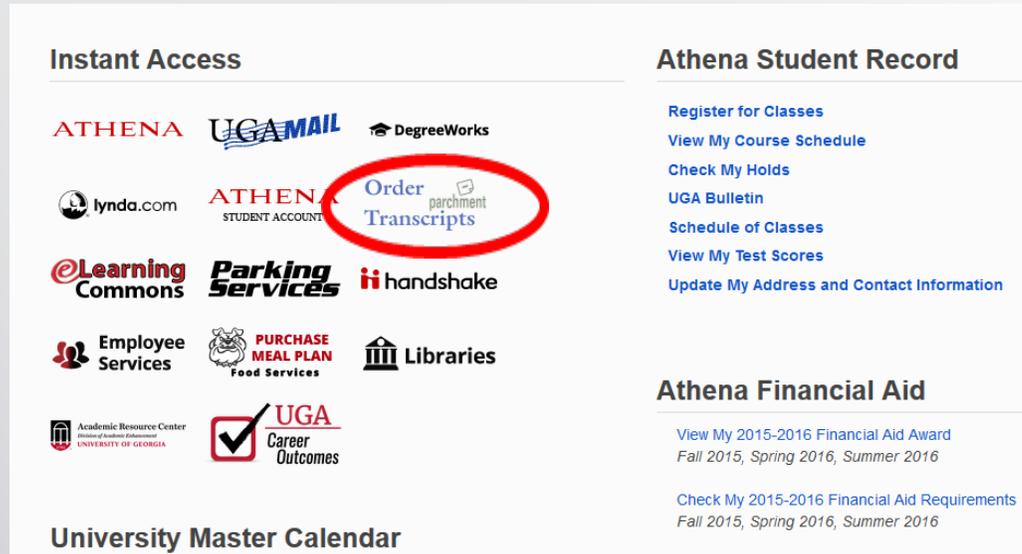
Please attach this form directly to the official transcript for the above applicant and forward the official transcript (see requirements below) in a sealed envelope directly to:

OptomCAS Transcript Processing Center
P.O. Box 9119
Watertown, MA 02471

The transcript must meet the requirements below to be considered "official" by OptomCAS

- A Registrar's seal and/or legible signature included on the transcript.
- Must be mailed **directly** to OptomCAS from the Registrar's Office.
- **Cannot** be marked "Issued to Student" or "Student Copy."
- Must reflect all relevant, correct information for the student identified above.

Transcript Process



Instant Access

- ATHENA
- UGA MAIL
- DegreeWorks
- lynda.com
- ATHENA STUDENT ACCOUNT
- Order Transcripts** (circled in red)
- @Learning Commons
- Parking Services
- handshake
- Employee Services
- PURCHASE MEAL PLAN Food Services
- Libraries
- Academic Resource Center UNIVERSITY OF GEORGIA
- UGA Career Outcomes

University Master Calendar

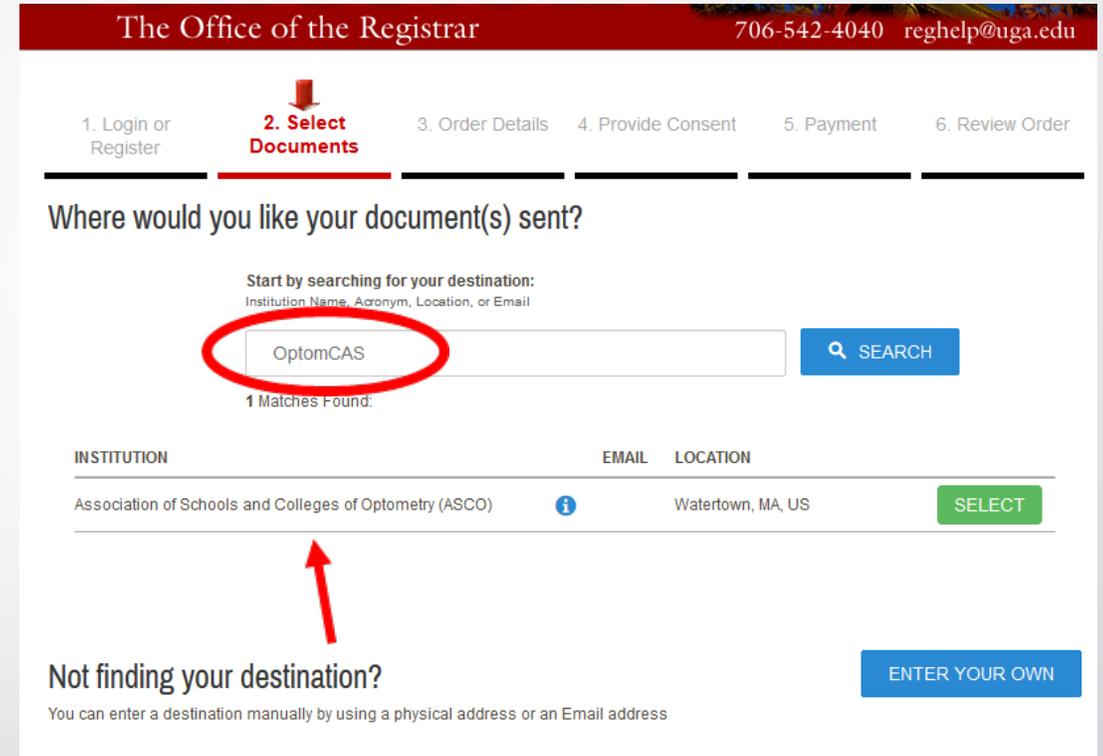
Athena Student Record

- Register for Classes
- View My Course Schedule
- Check My Holds
- UGA Bulletin
- Schedule of Classes
- View My Test Scores
- Update My Address and Contact Information

Athena Financial Aid

- View My 2015-2016 Financial Aid Award
Fall 2015, Spring 2016, Summer 2016
- Check My 2015-2016 Financial Aid Requirements
Fall 2015, Spring 2016, Summer 2016

In Athena choose the **Student tab** and click on **Student Records**, then choose **Request Official Transcripts**. It will redirect you to the **My UGA Portal** where you will need to log in with your student ID and password. Once you have done so, choose the Parchment Icon.



The Office of the Registrar 706-542-4040 reghelp@uga.edu

1. Login or Register
- 2. Select Documents** (highlighted with a red arrow)
3. Order Details
4. Provide Consent
5. Payment
6. Review Order

Where would you like your document(s) sent?

Start by searching for your destination:
Institution Name, Acronym, Location, or Email

OptomCAS (circled in red)

1 Matches Found.

INSTITUTION	EMAIL	LOCATION	
Association of Schools and Colleges of Optometry (ASCO)		Watertown, MA, US	SELECT

Not finding your destination? **ENTER YOUR OWN**

You can enter a destination manually by using a physical address or an Email address

Once you click on the Parchment icon it will direct you to another page. Type in **OptomCAS** under institution and follow the instructions. Remember **DO NOT** send your transcripts before the application opens.

Transcript Process

- Read the directions carefully and double check that the destination is correct.
- Under **Order Options** you will choose “**Graduate/Professional,**” under **Purpose of Transcript.**
- Under the **Attachment section**, you will upload your transcript matching form before processing your order. If you are requesting a transcript from another institution you will need to ask them how they would like to receive your transcript matching form.
- **Please Note:** If you are not able to attach your Transcript Matching Form you will not be able to continue and you will be asked to enter the barcode manually. Once you enter the barcode you can then proceed to check out in order to complete your order. You must enter the barcode in the exact format it is listed on the Transcript Matching Form.
- Example: 9335870187-1599229-X



Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$0 | Sign Out

UNIVERSITY OF GEORGIA Office of the Registrar

1. Login or Register 2. Select Documents 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

Product Description

Order an electronic copy of your official transcript. Orders are generally processed within 5 business days.

Transcripts that include summer 2018 grades:
Students requiring the inclusion of summer 2018 grades on their transcript should verify the grades are correct in Athena before placing an order. Summer 2018 grades for all sessions including May Session, Short Session I and II, Thru Term, and Extended Session will be available the morning of August 7, 2018.

Transcripts that include degree awarded summer 2018:
Students requiring transcripts with their awarded summer 2018 degree should verify that their degree posted in Athena before placing an order. Summer 2018 degrees will be awarded no later than August 30, 2018.

All transcripts are printed immediately and cannot be held for future release after such things as grades and/or degrees have been posted. Active students may review their unofficial transcript in ATHENA before placing an order.

Students in their first term at UGA should not request a transcript until the term is complete and all grades have been posted.

Please DO NOT put your SSN in any field when placing an order.

NOTES:

- All charges are nonrefundable.
- Transcripts will not be processed for those with flags on their account for financial obligations to the University.
- If you need assistance or have questions, please contact 706-542-4040 or email us at reghelp@uga.edu. Business hours are 8:00 a.m. to 5:00 p.m., Eastern Time, Monday through Friday.
- If your transcript request requires an attachment (i.e. AMCAS form, PHARMCAS form), please make sure to attach it electronically in your request at the time of ordering. **No refunds will be issued for orders where a necessary attachment is not included at the time of ordering.**

Destination: Association of Schools and Colleges of Optometry (ASCO)
Watertown, MA 02471

Document Name: eTranscript - \$8.00
[Switch to Mail Delivery](#)

Order Options

Delivery Mode: Electronic

Purpose for Transcript (Optional):

Attachment (Optional): No file chosen

Note: Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want them to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Parchment (parchment.com).

Total \$8.00

Parchment Ordering Service v2.9
Copyright © 2006-2018 Parchment Inc. All Rights Reserved.
[Privacy Policy](#), [Refund Policy](#)
09:58am EST

Transcript Process

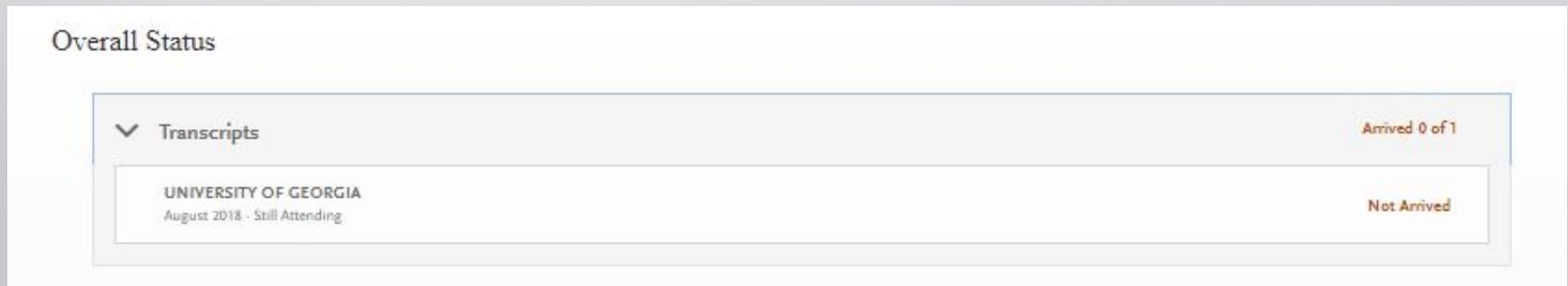
Three things to ensure you successfully match your transcript to your application:

1. List the institution in the **Colleges Attended** section.
2. Make sure you download the **Transcript Request** form for each institution.
3. Request **ALL** transcripts the moment the application opens.

NOTE: Please list any alternate names used such as nickname, maiden name, or name variance in the Alternate Name field under the Biographic section of the application.

It is your responsibility to monitor you application for transcript receipt.

- OptomCAS will **NOT** notify applicants concerning missing transcripts.
- If it has been longer than 10 business days since the transcript was mailed and it has not been posted—resubmit. The status of all transcripts can be viewed in the **CHECK STATUS** tab.



Overall Status

Transcripts	Arrived 0 of 1
UNIVERSITY OF GEORGIA August 2018 - Still Attending	Not Arrived

Transcript Faq

Can I print one transcript request form and send it to all the colleges I attended?

- No. Each institution attended has a unique transcript matching form created specifically for that institution.

If I have attended multiple institutions, do I need to send a transcript from each school?

- Yes. All applicants are required to send ONE transcript from each institution attended regardless of the number of courses taken.

I have transfer credits that appear on my primary transcript. Do I still have to send a transcript from the transferring institution?

- Yes. OptomCAS requires an official transcript from every institution attended.

What should I do if my transcript(s) are not received by OptomCAS?

- If it has been longer than 10 business days since the transcript was mailed and it has not been posted—resubmit. The status of all transcripts can be viewed in the [CHECK STATUS](#) tab.

Transcript Entry

Transcript Entry

Please save your work before leaving this page!

BALL STATE UNIVERSITY Transcript

Fall September 2012 - Still Attending Semester System

Fall 2012 Freshman

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	GAS GRADE
PHYC 120	Gen Physics I	Physics	5.0		
BIO 100	People & Life Sci	Life Sci	3.0		

Transcripts are not required for the courses listed as In Progress or Planned.

Also, remember: transcripts are not required for courses listed as in progress or planned.

Need help with Transcript Entry? Watch this video.

Save All Cancel

***Click [here](#) to view video

Professional Transcript Entry

- This is an optional service and costs \$69 for up to 3 transcripts, \$95 for 4-6 transcripts and \$145 for 7 or more transcripts.
- Please note that these fees are for coursework entry only and are in addition to OptomCAS regular application fees.
- For further details about this service [click here](#).
- There will be a link to the professional service within the application.
- I recommend that you double check that everything was entered correctly.
- Click [here](#) to learn more.

Would you like to use Professional Transcript Entry?

Yes, I'd like to have my transcripts entered

No thanks, I'll handle it myself

[Continue](#)

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.

How much does it cost?



It's just \$65 for up to 3 transcripts, \$90 for 4-6 transcripts, or \$140 for 7 or more transcripts.

Coursework Entry

Enter a Term

- Click **Start** to begin entering courses for a college or university.
- Add a semester, quarter, or trimester depending on the term system you selected in the **Colleges Attended** section.
- Select a term.
- Select a year. Options are based on the time spans you selected in the **Colleges Attended** section.
- Select an academic status. Academic status refers to your status during the term you are inputting, not your current status. Refer to the list of Academic Status definitions below for more information. If you're entering courses for a term that is currently in progress or planned, select **In Progress/Planned**.
- Click **Save**.
- Continue adding terms, as needed.

Transcript Entry

UNIVERSITY OF GEORGIA Transcript
Fall August 2018 - Still Attending

1/3 Sections Completed

Colleges Attended ✓

Transcript Entry

Standardized Tests

Need help with Transcript Entry? Watch this video.

* Indicates required field

*TERM	*YEAR	*ACADEMIC STATUS	*COMPLETION STATUS
Select	Select	Select	Select

* COURSE CODE	* COURSE TITLE	* SUBJECT	* CREDITS	* GRADE	CAS GRADE
		Select Subject		00	
I		Select Subject		00	

e.g., BIO 101 e.g., Introduction to Biology e.g., 3.00 e.g., 85 or B

+ Add A Course + Add A Semester

Cancel Save

Coursework Entry

Academic Status Definitions

- **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 Freshman and should be listed under the college where you took them. Do **not** report these courses again as transfer credits at your undergraduate institution.
- **Post-Baccalaureate:** Applies to undergraduate level courses taken after your first bachelor's degree is earned. If you earned a second bachelor's degree, that is considered post-baccalaureate.
- **Graduate:** Applies to master's degree- and doctorate degree-level work only, regardless of whether the degree was earned. Work such as that taken in pursuit of a Ph.D, MD, PharmD, JD, JurisD, LL.D, DC., etc. are considered doctorate degree-level.

The screenshot shows the 'Transcript Entry' web application for the University of Georgia. The page title is 'UNIVERSITY OF GEORGIA Transcript' with the subtitle 'Fall August 2018 - Still Attending'. On the left sidebar, there is a progress indicator for 'Sections Completed' (1/3) and a list of navigation options: 'Colleges Attended' (checked), 'Transcript Entry', 'Standardized Tests', and a help link 'Need help with Transcript Entry? Watch this video.' The main content area features a table for course entry with columns: *TERM, *YEAR, *ACADEMIC STATUS, *COMPLETION STATUS, *COURSE CODE, *COURSE TITLE, *SUBJECT, *CREDITS, *GRADE, and CAS GRADE. The first row is partially filled with 'I' in the course code field and '00' in the grade field. Below the table are buttons for '+ Add A Course' and '+ Add A Semester', and 'Cancel' and 'Save' buttons at the bottom right.

*TERM	*YEAR	*ACADEMIC STATUS	*COMPLETION STATUS	*COURSE CODE	*COURSE TITLE	*SUBJECT	*CREDITS	*GRADE	CAS GRADE
Select	Select	Select	Select	I		Select Subject	00		
						Select Subject	00		

e.g., BIO 101 e.g., Introduction to Biology e.g., 3.00 e.g., 85 or B

Coursework Entry

Enter a Course

Enter Courses for a Completed Term

- Click **Add A Course** under the appropriate term.
- Enter the course code. Department prefixes and course numbers must exactly match what appears on your official transcript.
- Enter the course title. You can abbreviate it if it does not fit in the text box.
- Select the course subject. If you're unsure, make your best guess; our team will help you if it doesn't match.
- Enter the course credits exactly as they appear on your transcript. See the **Course Credits** section below for more details.
- Enter the grade exactly as it appears on your transcript, including any pluses or minuses.
 - If your grades are listed as "BA," "CB," or "DC," you must list them as "AB," "BC," and "CD" in order for the system to recognize them.
 - If your grades are listed as numbers (e.g., 93), enter them exactly as they appear on your transcript. They will automatically convert to the equivalent CAS letter grade.
- The **CAS Grade** populates automatically. This allows us to standardize your coursework for all programs and cannot be edited.
- Click **Save**.
- Continue adding courses, as needed.

Enter Courses for an In-Progress or Planned Term

You should enter any courses that you are currently taking or plan to take in the near future. This is not required, but is strongly recommended, as some programs require it. Note, however, that any term containing In Progress/Planned courses cannot be marked as complete; the entire term must be marked as In Progress/Planned. Contact your programs to determine if they require planned or in-progress coursework to be listed. Once you complete in-progress courses, you can update them in the application.

- Make sure that you selected **In Progress/Planned** for the term you're listing the course under. This alerts the system that you aren't required to enter a grade for this course.
- Enter the course code.
- Enter the course title. You can abbreviate it if it does not fit in the text box.
- Select the course subject. If you're unsure, make your best guess.
- Enter the expected course credits. Depending on the format of your credits, you may need to convert them. See the **Course Credits** section below for more details.
- Click **Save**.
- Continue adding courses, as needed.

Coursework Entry

Enter Narrative Transcripts

If your institution uses a narrative transcript, enter your coursework as described above. If the transcript lists "suggested" credits and/or grades, be sure to enter those as well; otherwise, list the course credits as "0.0" and the grades as "Pass."

Your programs will see the list of classes you took, along with a copy of the official narrative transcript that you submit.

Course Credits

➤ Semester, Trimester, and Quarter Credits

- If your course credits are mostly in "3.0," "4.0," or "5.0" format, then your transcript is listing normal semester, trimester, or quarter credits and no conversion is necessary. Enter the credits exactly as they appear on your transcript.

➤ Unit Credits

- If all of your course credits are listed in "1.0" or "0.50" format, then your transcript is listing credit units and you need to perform a conversion. Check the back of your transcript for a conversion ratio, which will say something like "1 unit is equivalent to 4 semester hours."
- If there is no conversion on the back of your transcript, contact your registrar's office to determine the conversion ratio. Then, convert the credits by multiplying the number of units listed on your transcript by the conversion factor. For example, if your conversion is 1 unit = 4 hours and your transcript lists 1 unit for a course, you would enter 4.00 credits on your application. If 0.50 is listed, you would enter 2.00.

➤ Lab Credits

- If your transcript lists labs separately, you must list them as separate courses on your application as well. Record the labs exactly as they appear on your transcript. If your transcript combines lab and lecture courses into one course, list it as one course on your application.

➤ 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).

Example Of Coursework

OptomCAS

My Application Add Program

Transcript Entry

UNIVERSITY OF GEORGIA Transcript
Fall August 2014 - null Still Attending System

2/4 Sections Completed

Colleges Attended ✓

Transcript Entry

Standardized Tests

Professional Transcript Entry

Need help with Transcript Entry? Watch this video.

Fall 2016 Junior

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	CAS GRADE
VPHY	Elements of Phy	Physiology	3.00	95	A
CHEM 1211	Freshman Chen	Chemistry	3.00	92	A
MATH 1113	Precalculus	Mathematics	3.00	89	B
BIOL 1107	Principles of Bic	Biology	3.00	91	A
BIOL 1107L	Principles of Bic	Biology	1.00	93	A
CHEM 1211L	Freshman Chen	Chemistry	1.00	95	A

+ Add A Course + Add Semester

Spring 2017 Junior is in progress

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	CAS GRADE
CHEM 1212	Freshman Chen	Chemistry	3.00		
CHEM 1212L	Freshman Chen	Chemistry	1.00		
BIOL 1108	Principles of Bic	Biology	3.00		
BIOL 1108L	Principles of Bic	Biology	1.00		
PSYC 1101	Elementary Psyi	Psychology	3.00		
ARST 1080	Three-Dimensic	Art	3.00		

+ Add A Course + Add Semester

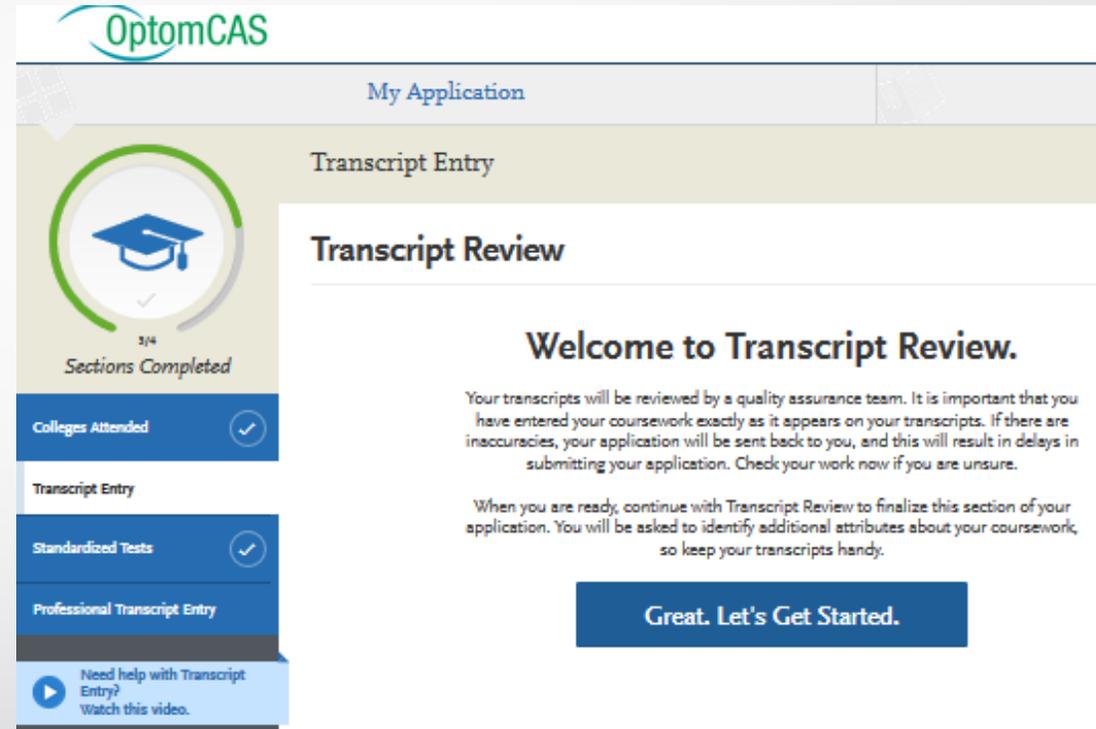
ADVISOR TIP:

1. For your FYOS class you will want to enter "special topics" for the subject drop down menu.
2. When entering your AP credit you want to list it exactly as it appears on your transcript in the semester and year it appears. Instead of listing the letter "K" for the grade, you will want to list "CR" which means Credits Received.

- You will enter all of your courses each semester as it is designated on your transcript.
- **DO NOT** rush through this section as you will need to select the courses you have entered for later sections.

Coursework Entry Step-by-step

- Once all courses have been entered, you will click **Review and Finalize My Transcripts**.
- 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**.



The screenshot shows the OptomCAS web interface. At the top, the OptomCAS logo is visible. Below it, a navigation bar contains 'My Application'. The main content area is titled 'Transcript Entry' and features a circular progress indicator with a graduation cap icon and a checkmark, showing '3/4 Sections Completed'. A sidebar on the left lists several steps: 'Colleges Attended' (checked), 'Transcript Entry' (current step), 'Standardized Tests' (checked), and 'Professional Transcript Entry'. At the bottom of the sidebar, there is a link: 'Need help with Transcript Entry? Watch this video.' The main content area is titled 'Transcript Review' and contains a 'Welcome to Transcript Review.' message. The message states: '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 inaccuracies, 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.' Below this, it says: '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.' A large blue button at the bottom right says 'Great. Let's Get Started.'

Transcript Review: Repeated Courses

Repeated Classes

- Indicate if you repeated any of your courses. Courses should only be marked as repeated if you repeated them at the same institution (i.e., you retook the course for a higher grade). Withdrawn courses, courses taken at different schools, and courses taken multiple times for new credit (i.e., school band, physical education, etc.) are not considered repeated.
- Courses marked as repeated are not included in your GPA calculation. Enter all initial attempts for repeated courses with "0.00" credits and record the grade received. For the final attempt of the repeated course, enter the full credit value and grade.
- If you repeated courses, select **Yes** and click **Continue**. Then, click the plus sign next to the repeated courses for each college or university you attended.

The screenshot shows the OptimCAS interface for transcript entry. The top navigation bar includes "My Application" and "Add Program". The main heading is "Transcript Entry". A progress indicator shows "2/3 Sections Completed" with a graduation cap icon. A sidebar on the left contains navigation options: "Colleges Attended" (checked), "Transcript Entry" (selected), and "Standardized Tests" (checked). A video link "Need help with Transcript Entry? Watch this video." is also present. The main content area is titled "Transcript Review" and "Select Your Repeat Courses Below". A note explains that OptimCAS will take the most recent grade in a repeated course. Below this, it shows "1 COURSES SELECTED" and buttons for "I Am Done, Continue" and "I Am Not Adding Any Repeated Courses". The transcript is organized by semester: "Fall 2016" and "Spring 2017". Each semester has a table with columns for Course Code, Course Title, Subject, Credits, and Grade. In the Fall 2016 table, the first row (VPHY Elements of Physiology) is highlighted in green with a checkmark, indicating it is a repeated course. Other courses in the table have plus signs next to them, indicating they are not repeated.

OptimCAS will take the most recent grade received in a repeated course whether it is higher or lower than the first time it was taken. If you have a repeated course, enter the first grade in the College Courses Completed but leave the hours as zero. Enter the hours and grade for the course that was taken most recently to replace the repeated course. During the Transcript Review process, indicate that you have repeated a course, and mark the final attempts of any repeated courses as such.

1 COURSES SELECTED

I Am Done, Continue

I Am Not Adding Any Repeated Courses

Fall 2016					
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
✓ VPHY	Elements of	Physiology	3.00	95	✗
+ CHEM 1211	Freshman CI	Chemistry	3.00	92	
+ MATH 1113	Pre-calculus	Mathematics	3.00	89	
+ BIOL 1107	Principles of	Biology	3.00	91	
+ BIOL 1107L	Principles of	Biology	1.00	93	
+ CHEM 1211	Freshman CI	Chemistry	1.00	95	

Spring 2017					
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
+ CHEM 1212	Freshman CI	Chemistry	3.00		
+ CHEM 1212L	Freshman CI	Chemistry	1.00		
+ BIOL 1108	Principles of	Biology	3.00		
+ BIOL 1108L	Principles of	Biology	1.00		
+ PSYC 1101	Elementary P	Psychology	3.00		
+ ARST 1080	Three-Dimen	Art	3.00		

Transcript Review: AP Courses

Advanced Placement Credit

- Indicate if you received Advanced Placement (AP) credit on the College Board Advanced Placement Exams for any of your courses.
- If you received AP credit, select **Yes** and click **Continue**. Then, click the plus sign next to the advanced placement courses. Be sure to only select courses that are clearly marked as AP on your transcript.

The screenshot shows the OptomCAS interface for Transcript Entry. The top navigation bar includes "My Application" and "Add Program". The main heading is "Transcript Entry". A progress indicator shows "2/3 Sections Completed" with a graduation cap icon. A sidebar on the left has buttons for "Colleges Attended" (checked), "Transcript Entry" (active), and "Standardized Tests" (checked). Below the sidebar is a video link: "Need help with Transcript Entry? Watch this video." The main content area is titled "Transcript Review" and contains the instruction: "Select Your Advanced Placement Credit Courses Below". A sub-instruction reads: "Identify course credits fulfilled by Advanced Placement exams. Select courses only clearly marked as Advanced Placement on your transcript. If you identify courses as Advanced Placement that do not match the transcript, your selection will be modified during the verification process." Another note states: "You will be identifying other types of test credits (if applicable) as your next step, so please select Advanced Placement credits only." A "0 COURSES SELECTED" indicator is present, along with a "I am Done, Continue" button. Two transcript sources are listed: "UNIVERSITY OF GEORGIA Transcript" and "OHIO STATE UNIVERSITY Transcript". A blue button reads "I Am Not Adding Any Advanced Placement Courses". Two tables of AP courses are shown, one for Fall 2016 and one for Spring 2017. Each table has columns for Course Code, Course Title, Subject, Credits, and Grade. Plus signs are visible next to each course entry.

OptomCAS

My Application Add Program

Transcript Entry

Transcript Review

Select Your Advanced Placement Credit Courses Below

Identify course credits fulfilled by Advanced Placement exams. Select courses only clearly marked as Advanced Placement on your transcript. If you identify courses as Advanced Placement that do not match the transcript, your selection will be modified during the verification process.

You will be identifying other types of test credits (if applicable) as your next step, so please select Advanced Placement credits only.

0 COURSES SELECTED I am Done, Continue

UNIVERSITY OF GEORGIA Transcript

OHIO STATE UNIVERSITY Transcript

I Am Not Adding Any Advanced Placement Courses

Fall 2016				
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+ VPHY	Elements of	Physiology	3.00	95
+ CHEM 1211	Freshman Cl	Chemistry	3.00	92
+ MATH 1113	Pre-calculus	Mathematics	3.00	89
+ BIOL 1107	Principles of	Biology	3.00	91
+ BIOL 1107L	Principles of	Biology	1.00	93
+ CHEM 1211	Freshman Cl	Chemistry	1.00	95

Spring 2017				
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+ CHEM 1212	Freshman Cl	Chemistry	3.00	
+ CHEM 1212L	Freshman Cl	Chemistry	1.00	
+ BIOL 1108	Principles of	Biology	3.00	
+ BIOL 1108L	Principles of	Biology	1.00	
+ PSYC 1101	Elementary P	Psychology	3.00	
+ ARST 1080	Three-Dimer	Art	3.00	

Transcript Review: Additional Tests

Other Test Credit

- Indicate if you received credit for tests other than the AP exam, including International Baccalaureate (IB), CLEP, DANTE, Regents, or Institutional/Departmental exams (i.e., courses you "tested out of" at college or university).
- If you received test credits, select **Yes** and click **Continue**. Then, click the plus sign next to the courses. Be sure to only select courses that are clearly identified as test credits on your transcript.

Transcript Entry

Transcript Review

Select Course Credits Fulfilled by Other Tests Below

Identify course credits fulfilled by tests other than Advanced Placement exams. Common test types include: CLEP, Department Exam, Institutional Exam, International Baccalaureate, and the Regents Exam. Please select courses only if they are identified on your transcript as a test credit.

1 COURSES SELECTED [I am Done, Continue](#)

UNIVERSITY OF GEORGIA Transcript ⓘ

Yes/No/Scaling/No/Other Tests

Fall 2016					
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
<input checked="" type="checkbox"/>	VPHY	Elements of	Physiology	3.00	95 <input type="checkbox"/>
<input type="checkbox"/>	CHEM 1211	Freshman Cl	Chemistry	3.00	92
<input type="checkbox"/>	MATH 1113	Precalculus	Mathematics	3.00	89
<input type="checkbox"/>	BIOL 1107	Principles of	Biology	3.00	91
<input type="checkbox"/>	BIOL 1107L	Principles of	Biology	1.00	93
<input type="checkbox"/>	CHEM 1211I	Freshman Cl	Chemistry	1.00	95

Spring 2017					
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
<input type="checkbox"/>	CHEM 1212	Freshman Cl	Chemistry	3.00	
<input type="checkbox"/>	CHEM 1212I	Freshman Cl	Chemistry	1.00	
<input type="checkbox"/>	BIOL 1108	Principles of	Biology	3.00	
<input type="checkbox"/>	BIOL 1108L	Principles of	Biology	1.00	
<input type="checkbox"/>	PSYC 1101	Elementary I	Psychology	3.00	
<input type="checkbox"/>	ARST 1080	Three-Dimer	Art	3.00	

Transcript Review: Honors Courses

Honors Courses

- Indicate if you took any honors courses, which are generally college or university courses taken at an honors level. These are usually designated with an "H" in the course number on your transcript. Note that earning Latin honors upon graduation does not mean your courses are retroactively considered "Honors."
- If you took honors courses, select **Yes** and click **Continue**. Then, click the plus sign next to the courses. Be sure to only select courses that are clearly identified as honors on your transcript.

Transcript Entry

Transcript Review

Select Your Honors Courses Below

Identify honors courses from each college you attended.

To move between colleges, select the college name from the list on the left.

2 COURSES
SELECTED

I am Done, Continue

UNIVERSITY OF
GEORGIA Transcript

2

Are You Adding Any Honors Courses?

Fall 2016

	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
<input type="checkbox"/>	VPHY	Elements of	Physiology	3.00	95	
<input type="checkbox"/>	CHEM 1211	Freshman Cl	Chemistry	3.00	92	
<input checked="" type="checkbox"/>	MATH 1113	Procalculus	Mathematics	3.00	89	<input type="checkbox"/>
<input type="checkbox"/>	BIOL 1107	Principles of	Biology	3.00	91	
<input checked="" type="checkbox"/>	BIOL 1107L	Principles of	Biology	1.00	93	<input type="checkbox"/>
<input type="checkbox"/>	CHEM 1211	Freshman Cl	Chemistry	1.00	95	

Spring 2017

	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
<input type="checkbox"/>	CHEM 1212	Freshman Cl	Chemistry	3.00		
<input type="checkbox"/>	CHEM 1212L	Freshman Cl	Chemistry	1.00		
<input type="checkbox"/>	BIOL 1108	Principles of	Biology	3.00		
<input type="checkbox"/>	BIOL 1108L	Principles of	Biology	1.00		
<input type="checkbox"/>	PSYC 1101	Elementary F	Psychology	3.00		
<input type="checkbox"/>	ARST 1080	Throc-Dimer	Art	3.00		

Transcript Review: Study Abroad

Study Abroad Courses

- If you studied abroad, indicate the courses you took as part of your institution's study abroad program. Refer to the Sending Transcripts section for more information.
- If you studied abroad, select **Yes** and click **Continue**. Then, click the plus sign next to the courses.

Transcript Entry

Select Your Study Abroad Courses Below

Identify courses you studied abroad from each college you attended.
To move between colleges, select the college name from the list on the left.

2 COURSES SELECTED [I am Done, Continue](#)

UNIVERSITY OF GEORGIA Transcript 2

Item Not Available, May Study Abroad Courses

Fall 2016					
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
<input type="checkbox"/>	VPHY	Elements of	Physiology	3.00	95
<input type="checkbox"/>	CHEM 1211	Freshman Cl	Chemistry	3.00	92
<input type="checkbox"/>	MATH 1113	Pre-calculus	Mathematics	3.00	89
<input type="checkbox"/>	BIOL 1107	Principles of	Biology	3.00	91
<input type="checkbox"/>	BIOL 1107L	Principles of	Biology	1.00	93
<input type="checkbox"/>	CHEM 1211	Freshman Cl	Chemistry	1.00	95

Spring 2017					
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
<input type="checkbox"/>	CHEM 1212	Freshman Cl	Chemistry	3.00	
<input type="checkbox"/>	CHEM 1212L	Freshman Cl	Chemistry	1.00	
<input type="checkbox"/>	BIOL 1108	Principles of	Biology	3.00	
<input type="checkbox"/>	BIOL 1108L	Principles of	Biology	1.00	
<input checked="" type="checkbox"/>	PSYC 1101	Elementary I	Psychology	3.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	ARST 1080	Three-Dimen	Art	3.00	<input type="checkbox"/>

Standardized Tests

Standardized Tests

The schools and colleges of optometry may require applicants to take the OAT or some may accept another official standardized exam such as the GRE. Applicants are encouraged to contact the schools and colleges for their exam requirements.

The OAT exam must have been taken after June 27, 2017 in order for your scores to be considered by schools and colleges of optometry. OAT test score reports should be sent electronically to OptomCAS directly through the OAT. Please refer to the [Applicant Help Center](#) for further information and guidance on sending your scores to OptomCAS. Both OAT and GRE test scores may be self-reported in this section.

Please include information about the tests you have taken or plan to take. You may add or update this information at any time prior to submission. Once you have submitted, you will be able to add additional tests as well as update the ones marked "plan to take", but you will not be able to update or delete completed tests.

[I Am Not Adding Any Standardized Tests](#)

OAT



Add Test Score

TOEFL



Add Test Score

GRE



Add Test Score

[+ Add a Standardized Test](#)

Self-Reported Test Scores

- You can self-report your Standardized Test scores or report tests you plan to take in the **Standardized Tests** 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 are completing all requirements.
- Note that self-reporting your scores is not the same as providing official scores to your programs. If your programs require official test scores, see **Sending Official Test Scores** for more information.
- Click [here](#) for information on reporting your OAT scores.

Add a Test Score

- Navigate to the **Standardized Tests** section.
- Find the test you took in the list and click **Add Test Score**. In some cases, you may only be able to enter scores for certain tests.
- Select **Yes** under **Have you taken the test**.
- Enter the date you took the test.
- Enter all applicable scores.
- Click **Save This Test**.
- After submitting your application, you can continue to add new test entries to this section, but you cannot update or delete previous entries.

Add a Planned Test

- Navigate to the **Standardized Tests** section.
- Find the test you took in the list and click **Add Test Score**. In some cases, you may only be able to enter scores for certain tests.
- Select **No** under **Have you taken the test**.
- Enter the date you plan to take the test.
- Click **Save This Test**.
- **Add a Test Not Listed**
- Click **Add a Standardized Test** at the bottom of the page.
- Select the test from the drop-down.
- Select whether you took the test or not.
- If you select **No**, enter the date on which you plan to take the test. If you select **Yes**, enter the test date, indicate if the test was internet-based (IBT) or paper-based, and enter the Test Registration ID.
- Click **Save this Test**.

Official OAT Scores

- The Optometry Admission Test (OAT) is a standardized examination designed to measure general academic ability and comprehension of scientific information. OptomCAS programs may require applicants to take the OAT or some may accept another official standardized test, such as the GRE. OptomCAS recommends that you contact your programs directly to determine their requirements.
- If OAT scores are required, you must request that [ADA](#) send your official OAT scores electronically to OptomCAS. Paper copies are not accepted.
- After you request your scores, make sure that you also self-report your OAT score in the Standardized Tests section of the application. It takes approximately 10-12 business days from the date you make the request to post to your application. Make sure that the name and date of birth on your application match that on your OAT exam; otherwise, your scores will not automatically post to your account. If you believe there may be a discrepancy, wait until ADA processes your scores, then contact customer service so they can manually connect the scores to your application.
- Note that when you select at least one US optometry school to receive your official OAT scores, you grant the Department of Testing Services permission to release your scores to all optometry programs to which you have applied through OptomCAS, even if you did not originally select those schools to view your scores. If your OAT application has no optometry schools selected, then you have not granted permission to the Department of Testing Services to release your official scores and your official scores will not be forwarded to OptomCAS. Only the schools you apply to through OptomCAS will receive your OAT scores once your OptomCAS application is complete.
- Once your OAT scores are attached to your application, they cannot be removed should you decide you no longer want your programs to view them. Your OAT scores will also remain attached to your application if you re-apply. We recommend researching your programs to determine whether you want your OAT scores to be part of your application before you request them.

Letters Of Evaluation

Before You Begin

Letters of recommendation (sometimes called Letters of Evaluation or Letters of Reference) are submitted by the recommenders themselves; they cannot be completed or submitted by the applicant or another party on behalf of the recommender. We are not responsible for verifying recommenders' identities. If a discrepancy is found, we reserve the right to contact the appropriate individuals to investigate and to share the discrepancy with all programs.

Before getting started, consider the following:

- **All letters of recommendation must be submitted electronically** by recommenders using [Letters by Liaison](#), our Recommender Portal.
- **Research each program's requirements.** You should determine whether your programs have specific requirements regarding recommender roles or relationships before listing recommenders on your application. Many programs have strict guidelines and completed letters of recommendation cannot be removed or replaced.
- **Prepare your recommenders.** Once you choose your recommenders, be sure to inform them about the process and that they will be completing the letters of recommendation electronically. We recommend getting their preferred email address and asking that they monitor that inbox for your request (which will come from optomcasinfo@optomcas.org), including any junk or spam folders.

Requirements

- You are required to request **at least 1** and may request a **maximum of 4** letters of recommendation. If you want to submit more, send those additional letters of recommendation directly to your programs.

Letters Of Evaluation

Submit a Request

- In the **Letters of Recommendation** section, click **Create Letters of Recommendation Request**.
- Enter the recommender's full name and email address.
- Select the date by which you would like this letters of recommendation completed.
- Enter a brief message or note for the recommender.
- Select whether you want to waive your right of access to the letters of recommendation. See **Waiver** below.
- Click the checkboxes to indicate your permission for us (and programs) to contact your recommenders.
- Click **Save This Letters of Recommendation Request** to submit it. Once you do so, an email is immediately sent to the recommender.
- Confirm with your recommenders that they received the email notification.
- Use the **Check Status** tab to monitor the status of your letters of recommendation. Completed letters of recommendation are marked as "Complete" and have a Complete Date listed. Follow up with your recommenders if their letters of recommendation are still marked as "Requested" or "Accepted." It is your responsibility to ensure that letters of recommendation requests are received and completed on time. We will not notify applicants about missing letters of recommendation.

Letters of Recommendations

Create Letters of Recommendation Request ✕

* Indicates required field

Evaluator's Information

* Are you requesting a committee evaluation Yes No

* First Name

* Last Name

* Email Address

* Due Date MM/DD/YYYY

Message to the evaluator:

0 word 0/500

Waiver 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.

Letters Of Evaluation

Resend the Letters of Recommendation Request

- If you need to resend a request:
- In the **Letters of Recommendation** section, locate the request you wish to resend.
- Click the **pencil icon** to edit the request.
- Scroll to the bottom of the page and click **Resend this Letters of Recommendation Request**.

Change the Recommender's Email Address

- If you entered an incorrect email address for any recommender (or if any recommender asks that you send the request to a different email address), you must delete these requests and then re-add them with the correct email.

Waiver

- The Family Education Rights and Privacy Act of 1974 (FERPA) gives you the right to access letters of recommendation unless you choose to waive your right of inspection and review. Prior to requesting any letters of recommendation, you are required to indicate whether you wish to waive your rights. OptomCAS will release your decision to waive or not waive access to your recommenders and designated programs. Your waiver decision serves the same purpose as a legal signature and is binding.
- Selecting **Yes** indicates to programs that your recommender completed their letter of recommendation with the understanding that you would not be able to view it. This means you will not be able to see the content of the letter of recommendation. Programs may view this type of letter of recommendation as a more accurate representation of an applicant's qualifications.
- Selecting **No** indicates to programs that your recommender completed their letter of recommendation with the understanding that you may choose to view it in the future. Selecting this option does not allow you to view your letters of recommendation via the application. If you do not waive your right to view the letters of recommendation, you may ask your recommender for a copy of the letter. Programs may view this type of letter of recommendation as a less accurate representation of an applicant's qualifications.
- Once you make a selection, you can't change it, so consider the choices carefully.

Waiver 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.

Four Letters Of Evaluation

- You must have a minimum of **1 requested evaluation** in order to submit your application. You may enter a maximum of **4**.
- If the evaluation has been sent, a **green** STATUS box appears under the Evaluator's name.
- If the letter of recommendation has yet to be sent a **orange** STATUS box will appear.
- Make sure to check the evaluation requirements for the different schools because there also may be some slight variations between schools on how many recommendations they want from specific individuals.

***You can also check your LOR status in the Check Status section of your application.

Letters of Recommendations

You must have a minimum of **1 requested evaluation** in order to submit your application. You may enter a maximum of **4**.

In this section, you can send requests for letters of recommendation. Letters of Recommendation (sometimes called Letters of Evaluation or Letters of Reference) are submitted by the recommenders themselves via **Letters by Liaison**, our recommender portal; they cannot be completed or submitted by the applicant or another party on behalf of the recommender. 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.

Smith, John



Evaluation Request: Individual **Status** Requested Submitted: 05/13/2020

Create Letters of Recommendation Request

+ Create Letters of Recommendation Request

Overall Status

> Transcripts

Arrived 0 of 1

▼ Letters of Recommendations

Requested > Accepted 0 of 1

John Smith
Individual

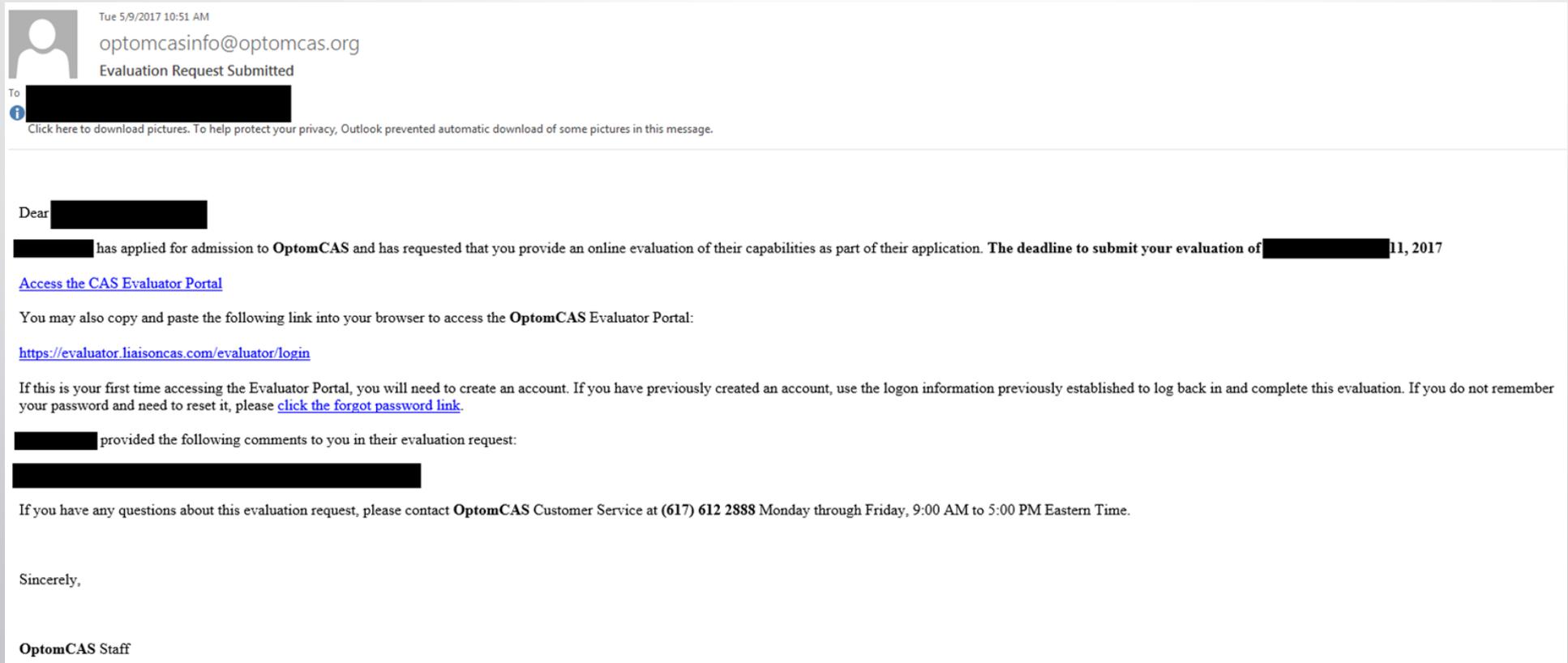
Needed By: All Programs

Requested

Letters Of Evaluation

When an applicant saves an evaluation request, the evaluator will receive an email request to complete the evaluation.

The email will include a link to an online portal where the evaluator can upload a letter.



Tue 5/9/2017 10:51 AM
optomcasinfo@optomcas.org
Evaluation Request Submitted

To: [REDACTED]

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear [REDACTED]

[REDACTED] has applied for admission to **OptomCAS** and has requested that you provide an online evaluation of their capabilities as part of their application. **The deadline to submit your evaluation of [REDACTED] 11, 2017**

[Access the CAS Evaluator Portal](#)

You may also copy and paste the following link into your browser to access the **OptomCAS** Evaluator Portal:

<https://evaluator.liaisoncas.com/evaluator/login>

If this is your first time accessing the Evaluator Portal, you will need to create an account. If you have previously created an account, use the logon information previously established to log back in and complete this evaluation. If you do not remember your password and need to reset it, please [click the forgot password link](#).

[REDACTED] provided the following comments to you in their evaluation request:

[REDACTED]

If you have any questions about this evaluation request, please contact **OptomCAS** Customer Service at (617) 612 2888 Monday through Friday, 9:00 AM to 5:00 PM Eastern Time.

Sincerely,

OptomCAS Staff

Experiences

Overview

In this section, you can enter your professional experiences in several categories, or types. Review the type definitions below, consider the duties you performed during the experience, and use your best judgment to determine which category your experience falls into. If you have any questions about your experiences fulfilling an individual program's requirements, inquire with that program directly.

Although you can enter any experiences that you believe are relevant to your application, we recommend focusing on those experiences within the last 10 years and at the collegiate level and above. Enter only current and in-progress experiences, and check your program's requirements regarding documentation.

Experience Types

- **Employment:** All paid work done outside of the optometry field; for example, a retail or restaurant job.
- **Extracurricular Activities:** Related activities you would like your selected programs to review; for example, non-optometric academic clubs and competitive teams. Do not include paid work experience in this section.
- **Optometric Experience:** All paid and unpaid optometric work experience with the exception of shadowing/observation and volunteer experiences.
- **Shadowing:** Time spent officially following and observing a health care professional at work, preferably in the optometry field.
- **Volunteer:** All volunteer work; for example, working for Habitat for Humanity, tutoring students, participating in or working for a fundraiser walk or blood drive, etc.

Experiences

Add Your Experiences ✕

Update your experiences any time prior to submission. After submission, you can add more experiences. However, you cannot update or delete completed experiences. Refer to the Checklist on the program materials section of the application to determine if experiences are required for your program application.

* Indicates required field

Experience Type
* What type of experience do you want to add?

Organization

* Name

Address

Address 2

City

* Country

Zip Code

* State/Province

Supervisor

First Name

Last Name

Title

Contact Phone

Contact Email

Experience Dates

* Start Date

* Current Experience Yes No

* End Date

* Status

Experience Details

* Title

* Type of Recognition

Compensated

Received Academic Credit

Volunteer

* Average Weekly Hours

* Number of Weeks

* Total Hours

* Description/Key Responsibilities

* Release Authorization (May we contact this organization?) Yes No

Enter Your Experience

- Click **Add an Experience**.
- Select the appropriate experience type from the drop-down.
- Enter information about the organization where the experience took place.
- Enter information about your supervisor at the organization. This is a person that programs can contact to verify that this experience occurred. If the experience was a student-organized group and there was no advisor, list a member who can verify your experience.
- Enter the date or date range in which the experience took place. Note that your experiences will not display on your application in any specific order, regardless of the dates entered.
- Enter additional details about the experience, including the title of the experience and the time commitments. Enter the average weekly number of hours that you completed for this experience during the date range that you indicated.
- Select **Yes** or **No** to indicate a release authorization to allow your selected programs to contact the organization.
- Click **Save & Continue**.
- Note that you cannot repeat hours between Experience types. So, if position duties encompass more than one section, enter the position in both sections and divide the hours and duties accordingly.

Utilize Core Competencies

- There are 15 Core Competencies created by the AAMC (Association of American Medical Colleges) and you can utilize these Core Competencies to help you write your 600 character description for all your experiences. Even though this was created for pre-med students, it is still useful to use as a pre-optometry student. A competency is an observable behavior that combines knowledge, skills, values, and attitudes related to a specific activity. There are four categories: Interpersonal, Intrapersonal, Thinking and Reasoning and Science
- This will help you understand how your experiences, particularly those which are not related to healthcare, are viewed and evaluated.
- The work and activities you are already involved with, and your life experiences, likely demonstrate these competencies. For example, you can demonstrate the scientific inquiry competency by excelling in scientific research, or illustrate a service orientation competency by leading a service trip.
- Click [here](#) for a Core Competencies Worksheet.

Utilize Core Competencies



Medical School Core Competencies

Pre-Professional Competencies

-  **Service Orientation:** Demonstrates a desire to help others and sensitivity to others' needs and feelings; demonstrates a desire to alleviate others' distress; recognizes and acts on his/her responsibilities to society; locally, nationally, and globally.
-  **Social Skills:** Demonstrates an awareness of others' needs, goals, feelings, and the ways that social and behavioral cues affect peoples' interactions and behaviors; adjusts behaviors appropriately in response to these cues; treats others with respect.
-  **Cultural Competence:** Demonstrates knowledge of socio-cultural factors that affect interactions and behaviors; shows an appreciation and respect for multiple dimensions of diversity; recognizes and acts on the obligation to inform one's own judgment; engages diverse and competing perspectives as a resource for learning, citizenship, and work; recognizes and appropriately addresses bias in themselves and others; interacts effectively with people from diverse backgrounds.
-  **Teamwork:** Works collaboratively with others to achieve shared goals; shares information and knowledge with others and provides feedback; puts team goals ahead of individual goals.
-  **Oral Communication:** Effectively conveys information to others using spoken words and sentences; listens effectively; recognizes potential communication barriers and adjusts approach or clarifies information as needed.
-  **Ethical Responsibility to Self and Others:** Behaves in an honest and ethical manner; cultivates personal and academic integrity; adheres to ethical principles and follows rules and procedures; resists peer pressure to engage in unethical behavior and encourages others to behave in honest and ethical ways; develops and demonstrates ethical and moral reasoning.
-  **Reliability and Dependability:** Consistently fulfills obligations in a timely and satisfactory manner; takes responsibility for personal actions and performance.
-  **Resilience and Adaptability:** Demonstrates tolerance of stressful or changing environments or situations and adapts effectively to them; is persistent, even under difficult situations; recovers from setbacks.
-  **Capacity for Improvement:** Sets goals for continuous improvement and for learning new concepts and skills; engages in reflective practice for improvement; solicits and responds appropriately to feedback.

Utilize Core Competencies

Medical School Core Competencies

Pre-Professional Competencies

-  **Service Orientation:** Demonstrates a desire to help others and sensitivity to others' needs and feelings; demonstrates a desire to alleviate others' distress; recognizes and acts on his/her responsibilities to society; locally, nationally, and globally.
-  **Social Skills:** Demonstrates an awareness of others' needs, goals, feelings, and the ways that social and behavioral cues affect peoples' interactions and behaviors; adjusts behaviors appropriately in response to these cues; treats others with respect.
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-  **Capacity for Improvement:** Sets goals for continuous improvement and for learning new concepts and skills; engages in reflective practice for improvement; solicits and responds appropriately to feedback.

How to Demonstrate Core Competencies

- 
- Lab Assistant: Teamwork, Oral Communication, Reliability & Dependability, Ethical Responsibility, Critical Thinking, Written Communication, Scientific Inquiry, Quantitative Reasoning, and Capacity for Improvement.

Communicate effectively with the PI, graduate students, and other lab members to ensure that projects and experiments are completed in a time efficient and economical manner. Manage individual projects with limited resources and keep detailed records of results and procedures. Design and optimize experimental procedures to maximize output and limit waste. Follow all safety protocols to ensure state and federal standards are being met.

How to Demonstrate Core Competencies



- Working as an EMT: Reliability & Dependability, Service Orientation, Teamwork, Ethical Responsibility, Critical Thinking, and Living Systems.

As an EMT, I would respond to emergency calls in order to provide efficient and immediate care to the critically ill and injured, and to transport the patient to a medical facility. This job provided me with real world experience dealing with patients and taught me how to work in very high-pressure situations. Before administering any patient care my team and I would need to evaluate the entire scene to determine the best course of action. This included evaluating if the scene was safe, how many people were injured, severity of injuries and if we needed to request additional help. Due to the nature of the job, decisions would have to be made very quickly so

How to Demonstrate Core Competencies



- Customer service part-time job:

Collaboration, Teamwork, Oral Communication, Resilience
(Problem solving)

As a hostess at Chili's I was responsible for greeting and seating 50 groups of customers per shift. I had to coordinate with the wait staff in order to balance serving stations and ensure customer needs were being met. During peak hours I would need to communicate with the team to help any sections that were overwhelmed while also cleaning tables when needed to be able to seat more patrons.

Achievements

Overview

In this section, you can enter any relevant professional or academic achievements in several categories, or types. Review the definitions below, consider the achievement you earned, and choose the category that you think best fits.

Although you can enter any achievements that you believe are relevant to your application, we recommend focusing on those achievements within the last 10 years and at the collegiate level and above.

Achievement Types

- **Awards:** Awards received as a prize, such as trophies and medals.
- **Honors:** Honors received as a special distinction for work done, including Dean's List and memberships in honor societies.

Add an Achievement

- Click **Add An Achievement**.
- Select the type of achievement.
- Enter the name of the achievement.
- Enter the name of the organization that presented the achievement, if applicable.
- Enter the issued date.
- Enter a brief description, especially if the achievement is not clear based on its title. You can also note if any special circumstances surrounded it. If your achievement was awarded multiple times (e.g., Dean's List), use this field to explain that instead of creating multiple instances.
- Click **Save This Achievement**. Your saved achievements will not display in any particular order, regardless of the order or dates you enter.
- Note that once you submit your application, you cannot edit or remove your achievements; however, you can continue to add new achievements, as needed.

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.

* Indicates required field

Achievement Details

* Type	<input type="text" value="Select Achievement Type"/>
* Name	<input type="text"/>
Name of Presenting Organization	<input type="text"/>
Issued Date	<input type="text" value="MM/DD/YYYY"/>
Brief description	<input type="text"/>

0 word 0/600

Program Materials Section

If the specific programs you are applying to have any additional application requirements, use this section to provide the requested information. You can also view important information about each program you are applying to, including deadline requirements.

Overview

- The **Program Materials** section includes additional information and requirements for the programs you selected in the **Add Programs** section. Each program's requirements may vary, so it's important you review this section in detail.
- Your selected programs appear on the left side of this page; click each program's name to begin your review. Note that depending on your program's requirements, you'll see one or more of the tabs outlined below.



The screenshot shows a web interface for the 'Program Materials' section. At the top left, there is a circular progress indicator with a book icon and a checkmark, showing '0/5' completed. To the right of this indicator, the text 'Program Materials' is displayed in a large font, with '0/5 Sections Completed' underneath it. A small red 'X' icon is in the top right corner of the header area. Below the header, there is a list of five program entries, each with a blue background and white text:

- Midwestern University Chicago College of Optometry
Midwestern University Chicago College of Optometry
- MCPHS University School of Optometry
MCPHS University School of Optometry
- Inter American University of Puerto Rico School of Optometry
Inter American University of Puerto Rico School of Optometry
- Nova Southeastern University College of Optometry
NOVA Southeastern University College of Optometry
- University of the Incarnate Word School of Optometry
University of the Incarnate Word School of Optometry

Program Materials

Home

- The **Home** tab contains the Program Details provided by each program at the start of the application cycle. It includes deadlines and other information specific to the program. Be sure to review this page carefully for any additional instructions, information, and/or requirements.

Documents

- The **Documents** tab is only available for certain programs. If applicable, you can upload documents that will only be visible to that particular program. Documents that do not have a red asterisk are optional and do not need to be uploaded for you to submit your application.
- Contact the program directly if you have any questions about their specific requirements.
- If your program provides a PDF form to fill out and upload in this section, you must save and upload it as an image. Depending on your computer's operating system, there may be multiple ways to do this; a Google search can point you in the right direction.
- Once your application is submitted, you cannot re-upload, update, or edit the documents in any way; however, you can upload new documents.

Prerequisites

- The **Prerequisites** tab is only available for certain programs. In it, you can assign courses you took (or plan to take) to fulfill the program's required prerequisites. You must complete Transcript Entry and Transcript Review in order to complete this section.
- Note that assigning these courses **does not necessarily mean you meet the program's prerequisite requirements**; the program wants you to self-identify these courses for their review. Contact each program directly if you have questions about these prerequisites.

Assign a Prerequisite

- Click **Assign Course**.
- Click the plus sign next to the course(s) that you believe fulfill the prerequisite. You can match multiple courses to one prerequisite, if applicable.
- Click **Save and Exit**.

Program Materials

Questions

- The **Questions** tab is only available for certain programs. Here, you can answer questions specific to each program. Questions may be multiple choice or open-ended text boxes. Some programs require an additional essay. Contact each program directly if you have questions.
- Select your answers for each question and then click **Save My Responses**. If copying a response into a text box, check for possible formatting changes. We suggest using simple formatting, as tabs, italics, multiple spaces, etc., will not be saved. To delineate paragraphs, type a double return between each paragraph.

My Application Add Program



Midwestern University Chicago College of Optometry Deadline: 06/15/2020

Home Questions Prerequisites

Save

Indicates required field

OptomCAS Essay

* Please describe what inspires your decision for becoming an optometrist, including your preparation for training in this profession, your aptitude and motivation, the basis for your interest in optometry, and your future career goals. Your essay should be limited to 4500 characters.

0 word 0/4500

Optometry Admissions Test (OAT) Information

If you have scheduled an OAT exam, please indicate your planned test date:

If you have an OAT PIN number, please provide it below:

0 word 0/100

Personal Statement

- 1 page; 4,500 characters including spaces
- Please describe what inspires your decision for becoming an optometrist, including your preparation for training in this profession, your aptitude and motivation, the basis for your interest in optometry, and your future career goals.
- Traits to express: motivation, academic preparedness, articulate, socially conscious, and knowledgeable about optometry.
- Write about your experiences and any qualities that will make you stand out.

OptomCAS Essay

* Please describe what inspires your decision for becoming an optometrist, including your preparation for training in this profession, your aptitude and motivation, the basis for your interest in optometry, and your future career goals. Your essay should be limited to 4500 characters.

0 word 0/4500

PERSONAL STATEMENT ADVICE FROM THE UGA CAREER CENTER

Writing Your Personal Statement for Health Professional School

There is no one way to write a personal statement, but there are some best practices and core elements of personal statements. Use some of this information to start writing; consider attending a personal statement workshop or setting up an individual appointment with your Career Consultant to fine-tune your statement.

Structuring Your Statement

Organize your Personal Statement just like you would any other essay: introduction, body, conclusion. Each body paragraph should be structured using PEEL:

- P** **Point**- topic sentence- what is the point you want to make?
- E** **Evidence**- make your point- what evidence supports your point?
- E** **Explanation**- explain your point- why is this relevant to the program you are pursuing?
- L** **Link**- link your point to the next paragraph.

Do's & Don'ts

DO: Tell a story, find an angle, be specific.
DO: Write well & proofread!
DO: Use a clean, professional format.
DO: Stay within the word/character limit.



DON'T: Speak in clichés or generalities.
DON'T: Preach, whine, condescend, or repeat info from your resume.
DON'T: Submit supplemental materials unless they are requested.



4 Key Components of Your Statement

1. Motivation

Why do you want to pursue this career? Think about your initial aspiration and your ongoing preparation.

2. Fit

How do you know this is the right career for you? Think about the values and personal qualities you possess that make you a good fit for this career. Consider how they match the profession.

3. Capacity

How do you know that you have what it takes to be successful in this field? Assess your skills, strengths, weaknesses, and challenges. Put them in context of this profession.

4. Vision

How do you want to impact the profession? Consider broad and specific goals.

Top 10 Tips for Writing Success

1. **Plan ahead – time and content.** Give yourself more time than you think you need to write your document. Identify the main points you wish to include before you start writing.
2. **Narrow your purpose.** Be sure you understand the directions you were given, and choose a narrow focus. Each sentence and paragraph should support your purpose and consider your audience.
3. **Start in the middle.** Introductions and conclusions often prove to be challenging to write. Start in the middle and just begin writing.
4. **Embrace terrible first drafts.** Allow yourself to make mistakes. Just write, knowing that you may throw out drafts entirely or make significant revisions. Remember that writing is a process.
5. **Use strong action verbs.** Limit state of being verbs (“is,” “are,” “was”) to only two or three per paragraph. Instead, use strong action verbs to make your writing more interesting.
6. **Write in active voice.** Using active voice instead of passive voice makes your writing easier to read. For example, write “I used Adobe InDesign to create engaging and creative publications” instead of “Adobe InDesign was used to create engaging and creative publications.”
7. **Streamline your words.** Avoid clutter, ensuring that each word adds to your purpose. At times, fewer words lead to strong sentences. For instance, “There are many people who are affected by a fear of public speaking” could be improved by writing “Many people fear public speaking.”
8. **Use variety of sentence structures and lengths.** Using the same sentence structure and length over and over again leads to dull writing. Instead of writing “I went to the grocery store. I bought some delicious chocolate chip cookies.” Try “I went to the grocery store and bought some delicious chocolate chip cookies.”
9. **Use transitional words and phrases.** Transitions ensure that your sentences and paragraphs flow nicely for the reader. Simply repeating select words from one paragraph to the next serves as a useful transitional tool. Words like “additionally,” “however,” “therefore” and “consequently” can help with transitional flow as well.
10. **Start and end strong.** Capture your reader’s attention with an interesting opening that introduces your topic and supports your purpose of writing. A strong conclusion sums up your purpose and leaves the reader with a positive impression.

Reflective Writing Prompts

Use these prompts to practice writing personal content with details and structure.



1. If I could talk to my childhood self, the one thing I would say is...
2. What surprised you most about your life or life in general?
3. Write about a moment in your life you wish you could freeze and preserve.
4. Imagine living the day as someone else.
5. Write about a promise you want to make to yourself and keep.
6. I feel most energized when...

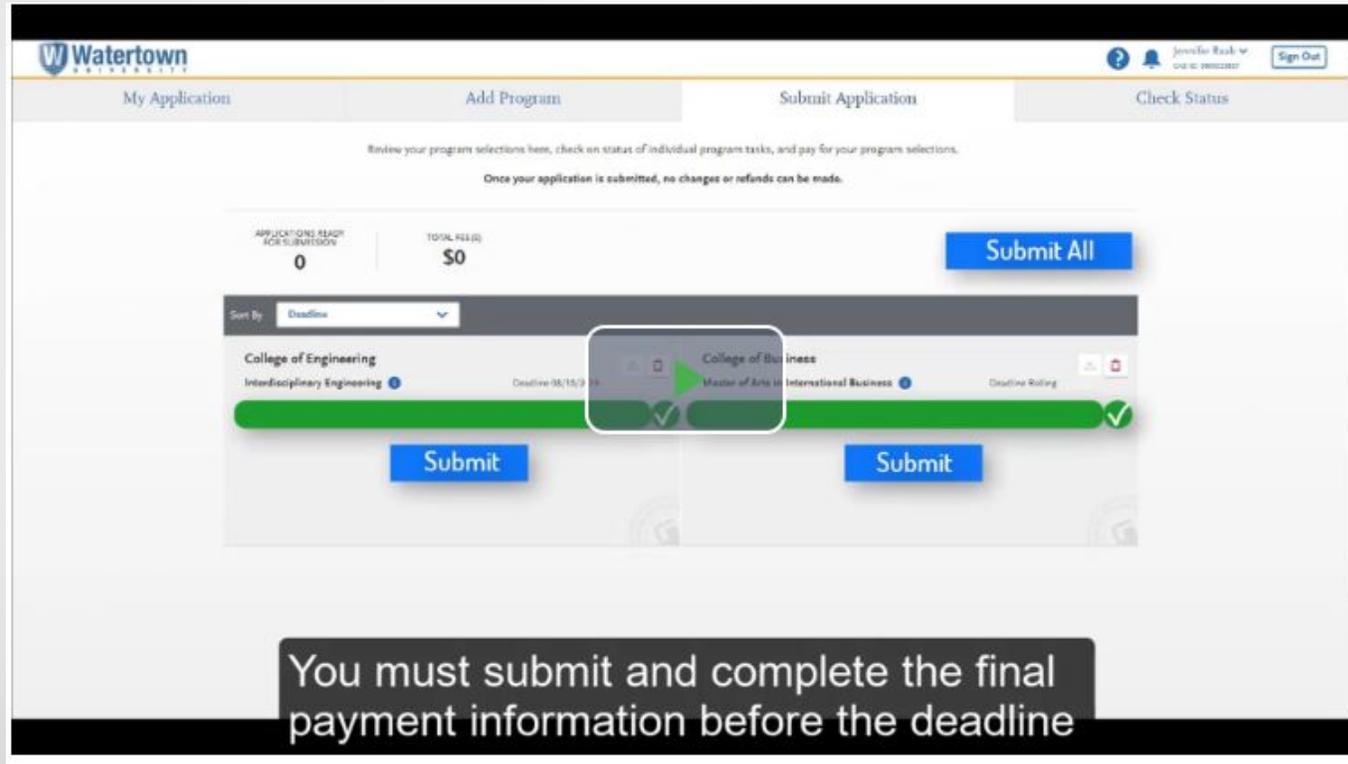
Adapted from the University of Minnesota “Personal Statements for a Health Program,” 2017

Submit Application

- **Before Submitting**

- 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 letters of recommendation 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 letters of recommendation are received.** Please note, however, that we will not review your application until all of your transcripts, payments, and letters of recommendation 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.

Submit Application



The screenshot shows the 'Submit Application' page on the Watertown University portal. At the top, there are navigation tabs for 'My Application', 'Add Program', 'Submit Application', and 'Check Status'. Below the tabs, a message states: 'Review your program selections here, check on status of individual program tasks, and pay for your program selections. Once your application is submitted, no changes or refunds can be made.' The main content area displays 'APPLICATIONS READY FOR SUBMISSION' as 0 and 'TOTAL FEES' as \$0. A 'Submit All' button is visible. Below this, a table lists selected programs with their respective deadlines and submission status. The table has columns for 'College of Engineering', 'College of Business', and 'Deadline Rating'. The first row shows 'Interdisciplinary Engineering' with a deadline of '08/15/24' and a green progress bar with a checkmark. The second row shows 'Master of Arts in International Business' with a 'Deadline Rating' and a green progress bar with a checkmark. A 'Submit' button is located below each row. A text box at the bottom of the screenshot reads: 'You must submit and complete the final payment information before the deadline'.

W Watertown UNIVERSITY

My Application Add Program Submit Application Check Status

Review your program selections here, check on status of individual program tasks, and pay for your program selections.
Once your application is submitted, no changes or refunds can be made.

APPLICATIONS READY FOR SUBMISSION: 0 TOTAL FEES: \$0

Submit All

Sort By: Deadline

College of Engineering	College of Business	Deadline Rating
Interdisciplinary Engineering	Master of Arts in International Business	Deadline Rating

Submit Submit

You must submit and complete the final payment information before the deadline

***Click [here](#) to view video.

Submit Application

Submitting Your Payment

- 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.

Refund Policy

- Because your designated programs have access to your information as soon as you submit your application, **no refunds can be issued for any reason** (this includes missed deadlines and programs no longer accepting applicants).
- Before submitting your application, you are prompted to review and agree to the OptomCAS Release Statement. This agreement includes a clause about the refund policy. As an applicant, it's your responsibility to complete your application correctly, monitor the status of your application, ensure all required materials are received and posted to the application, respond to all notifications in a timely manner, and adhere to the deadline requirements posted by each program to which you have applied.

After Submitting

- You'll receive a confirmation email acknowledging that your application was submitted. Note that submitting does not mean your application is being reviewed by your programs. Depending on what materials were already received, submitting changes your application status from "In-Progress" to "Received" or "Complete."

Completing Your OptomCAS Application

- Your application must be considered "complete" to be placed in line for verification. In general, an application is complete when:
- All official transcripts have been received and posted to your application.
- All required letters of recommendation have been completed and submitted to OptomCAS.
- 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."
- 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.

Check Your OptomCAS Notifications and Status

Notifications

- As you progress through the application process, you'll receive important notifications and critical alerts. Applicants are responsible for monitoring these notifications and following up on any required actions. To view your notifications, click **View My Notifications** on the left side of the application dashboard.

Application Statuses

- Applicants are responsible for monitoring the status of an application. Notifications are not sent for any missing items. To help you keep track of your application and all materials, click **Check Status** at the top of the application dashboard.
- Keep in mind that it takes 7-10 business days from the date of receipt to post transcripts and official test scores to your application. Letters of recommendations are immediately updated once received from your recommender.
- Your application status may be:
 - **In Progress:** Your application has not yet been submitted or you haven't paid the application fee.
 - **Received:** Your application has been submitted, but you are missing required documents.
 - **Complete:** All required materials were received and your application is in line for verification and is considered complete. Note that your programs may require additional materials for your application to be considered complete. Check with each program for more details. Once your application enters this status, it takes two weeks (on average) to move to the Verified status.
 - **Undelivered:** This status indicates that an error was found and your application was returned to you for corrections. See **Correcting an Undelivered Application**.
 - **Verified:** Your application was processed and, if applicable, your GPA was calculated and made available to your programs. You'll receive a confirmation notification that your application was verified. Once your application is verified, you should direct any questions about its status to the program(s) you applied to.

Check Your OptomCAS Notifications and Status

Transcript Statuses

- If you submit transcripts to OptomCAS, your transcript's status may be:
 - **Not Arrived:** This status indicates that your transcript is still being processed and has not been posted to your application yet. On average, it takes up to seven business days for your transcript to post to your application from the date we receive it.
 - **Arrived:** This status indicates that your transcript has been processed and is now posted to your application. Your transcript will be shared with all your programs.
 - **Letters of Recommendation Statuses:** If you submit letters of recommendation requests, your letter of recommendation's status may be:
 - **Requested:** This status indicates that the request was sent to the recommender, but they have not accepted or declined it. They must accept your request before they can submit their letter of recommendation.
 - **Accepted:** This status indicates that the recommender accepted your request but has not yet submitted their letter of recommendation.
 - **Completed:** This status indicates that the recommender completed and submitted their letter of recommendation and it was sent to your program(s).
 - **Declined:** This status indicates that the recommender declined your letter of recommendation request. You can click **Update Letters of Recommendation** to add a new letters of recommendation request.
 - **Test Score Status:** If you submit official test scores to OptomCAS, your official test score's status is listed as **Accepted** with the date OptomCAS received it.

How OptomCAS Programs Receive Your Application

When Programs Review Your Application

- Once you pay for and submit your application, you'll receive a confirmation email and we'll send your application electronically to your programs. Your programs choose when to review your application. Once your application is verified, contact the programs directly with any questions about your application's status.

Why Programs Don't Receive Your Application

- Programs don't receive your application when the following occurs:
- You did not submit your application to the program.
- You did not submit payment.
- Your application has an Undelivered status.
- Your application has been placed on hold. Applications are placed on hold when:
 - You have created more than one application account for the cycle, and the duplicates are placed on hold.
 - You have chosen to withdraw your application for the cycle.
 - Your application has been suspended as a result of a code of conduct or ethics violation.
 - A credit card payment was charged back.
- If your application is on hold, contact your program(s) for more information.

Updating Your OptomCAS Application (Academic Update)

Overview

After you submit, you can make limited changes to your application and materials. Review the changes allowed for coursework, transcripts, and other sections below.

Updating Your Coursework and Transcripts

➤ What is Academic Update?

- Academic Update allows you to update planned or in-progress coursework that you completed since your application was originally verified. Academic Update is an optional process; check with your programs to determine if they require it. During the Academic Update window, you can also enter new planned/in-progress coursework for the upcoming term(s).

➤ Am I Eligible for Academic Update?

- You are eligible for Academic Update if you have at least one program in the Verified status by January 31, 2020. You can find your application status under the **Check Status** tab. Updates are available within the following timeframe:
- December 12, 2019 and January 31, 2020
- You will receive an email when the Academic Update period is open and available.

Updating Your OptomCAS Application (Academic Update)

What Happens When I Update My Coursework?

- Academic Update helps ensure your programs have the most up-to-date information about your coursework. If you update your coursework during the Academic Update window, OptomCAS verifies your new courses, calculates updated OptomCAS GPAs, and sends this information to your programs.
- Since updated coursework will be verified, you must arrange for your updated official transcripts to be sent directly to OptomCAS as soon as you receive an email confirmation from OptomCAS confirming that your Academic Update was successfully submitted. Do not request that transcripts be sent to OptomCAS beforehand; they will not qualify for Academic Update and will need to be resubmitted.
- Once your new transcripts are received, your new coursework is placed in line to be verified. Verifications occur in chronological order and on average take two weeks to complete. You will receive an email when your Academic Update is verified.
- Note that your application status will remain as Verified throughout the Academic Update process.

Which Courses Should I Update?

- You can update any coursework you initially marked as in-progress or planned, as well as add courses that are planned for the next term. You cannot update terms that are already verified or add terms from previous years (e.g., you forgot to add a term from 2014). If you are updating coursework as a re-applicant, review **Use an Existing OptomCAS Account to Re-apply**.
- Note that you can only update your grades once during the Academic Update period. For example, if you've listed fall coursework as in-progress or planned, wait until that term is completed and you've received your final grades before you submit your Academic Update. Be mindful of the Academic Update deadline and submit before it closes.

Updating Your OptomCAS Application (Academic Update)

How Do I Complete the Academic Update Process?

- Academic Update is a three-step process:

Update Your Coursework

- Ensure your application's status is Verified on the **Check Status** tab.
- Navigate to the **Academic History** section.
- Click **Transcript Entry**.
- Click **Edit** under the school you are updating.
- Click the **blue pencil** next to the term you are updating (if you need to add a new term, click **Add Term**).
- Change the **In Progress/Planned** box to **Completed**.
- Update your courses, credits, and grades.
- Click **Save All**.

Submit Your Application

- Click **Submit My Updates** to send the updated information to your programs no later than 11:59 PM ET on January 31, 2020.

Send Your Updated, Official Transcripts to OptomCAS

- We must receive your official transcripts by June 15, 2020. Arrange for your updated official transcripts to be sent directly to OptomCAS as soon as they are available.

Updating Other Application Sections

- Once you submit your application, most sections are locked to prevent edits. Updates you can make include:
- Editing your contact information.
- Editing your profile information (username, password, security question, etc.).
- Adding programs with deadlines that have not yet passed.
- Editing or deleting letters of recommendation that remain incomplete.
- Adding new test scores, experiences, achievements, and/or certifications, if applicable (you are unable to edit or delete existing entries).
- Editing program materials for programs you have not yet submitted to (programs you have already submitted to will be locked).
- If you have updates for other sections of your application, submit these updates directly to your programs.

Viewing and Downloading the Full Application PDF

- You can download and view your application in PDF format. From the application dashboard:
- Navigate to the **Check Status** tab and click the download button next to a program, or
- Navigate to the **Submit Application** tab and click the download button next to a program.
- Once you download the application PDF, you can print it or save it on your computer.

What is Verification?

Definition

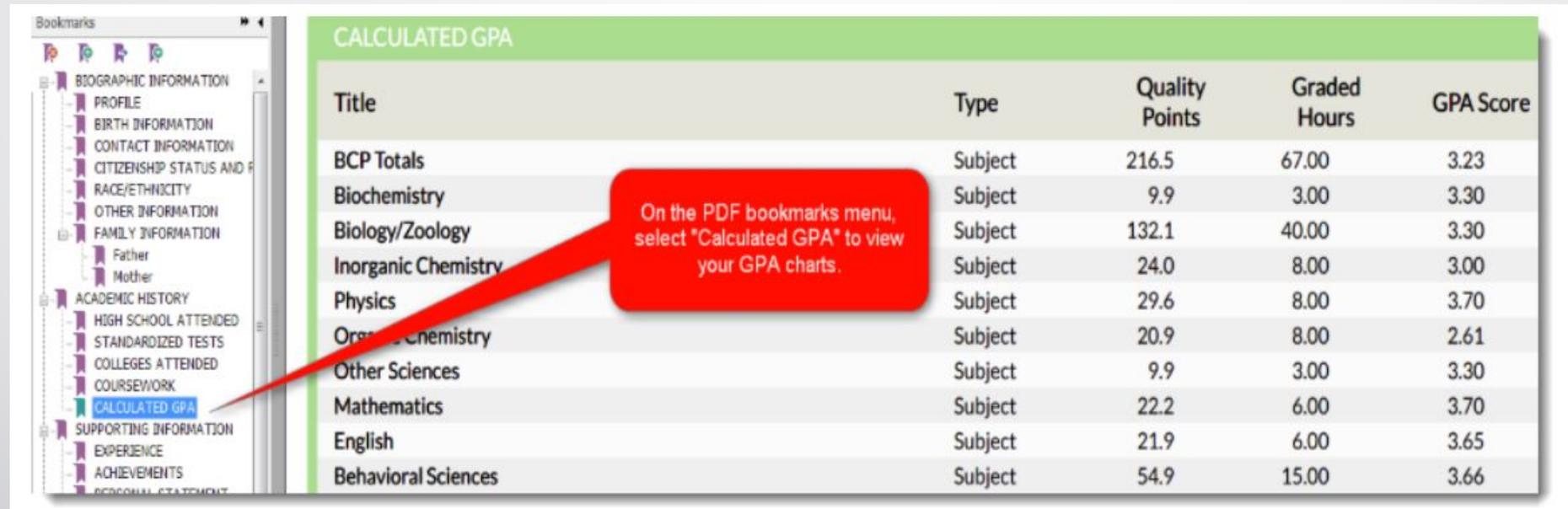
- Verification is the process used to ensure all of your coursework was entered correctly and consistently. Since credit values, grade values, and course subjects vary widely from school to school, your programs need some type of standardization so they can accurately compare applicants. This standardization is achieved by using your coursework to create a standard set of GPAs, ensuring you are compared to other applicants fairly and equally.
- Several things happen during verification:
- Each course you entered in the [Transcript Entry](#) section gets placed under a specific [course subject category](#).
- Each grade you entered in the [Transcript Entry](#) section gets converted to a OptomCAS [grade value](#).
- [GPAs are calculated](#) using the converted grade values.
- Your degrees are confirmed as awarded, if applicable.
- If significant mistakes are found in your application during the verification process, your application will be [undelivered](#), or returned to you for corrections.

Timeline

- Once all of your required application materials are received, your application's status changes to **Complete** and your application is placed in line to be verified. Verifications occur in chronological order and on average take two weeks to complete. Once your application is verified, you will receive a notification and your application's status will change to **Verified**.

Finding Your OptomCAS GPA Calculations

- You can view your OptomCAS GPAs once your application has been verified. To view your OptomCAS GPAs:
- From the application dashboard, navigate to the **Submit Application** tab.
- Click the download button located next to any program you applied to.
- Open the PDF and use the bookmarks to navigate to the **Calculated GPA** section.



CALCULATED GPA					
Title	Type	Quality Points	Graded Hours	GPA Score	
BCP Totals	Subject	216.5	67.00	3.23	
Biochemistry	Subject	9.9	3.00	3.30	
Biology/Zoology	Subject	132.1	40.00	3.30	
Inorganic Chemistry	Subject	24.0	8.00	3.00	
Physics	Subject	29.6	8.00	3.70	
Organic Chemistry	Subject	20.9	8.00	2.61	
Other Sciences	Subject	9.9	3.00	3.30	
Mathematics	Subject	22.2	6.00	3.70	
English	Subject	21.9	6.00	3.65	
Behavioral Sciences	Subject	54.9	15.00	3.66	

Click [here](#) to learn how to calculate your OptomCAS GPA.

Click [here](#) for OptomCAS Grade Value Charts.

GOOD LUCK!

