

# CASAA Walkthrough Do's & Don't's

2025-2026



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# Do Your Own Research

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

CASAA Contact Info:

**Phone:** 617-612-2077

**Email:** [casaainfo@liaisoncas.com](mailto:casaainfo@liaisoncas.com)



# Helpful Application Tips

## ► Helpful Application Tips

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





# Before Starting the CASAA Application

- ▶ Prior to applying you will want to research the programs you wish to apply to.

Pay special attention to:

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



# A Note about Etiquette

- ▶ CASAA expects all applicants to exhibit professionalism when contacting customer service. Applicants must identify themselves properly and honestly, as information cannot be provided to parents, spouses, family members, or friends. Misrepresentation of identity and/or dishonest, threatening, or offensive communication will not be tolerated.





# CASAA Background Checks

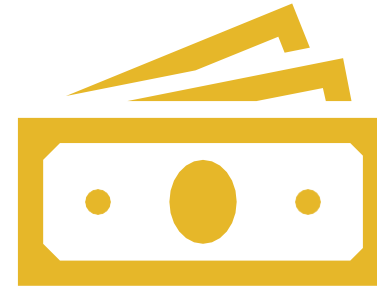
- ▶ Background checks vary widely from program to program. Some programs require applicant background checks prior to acceptance, while others require these checks as a condition of matriculation. For questions about background checks – including when in the application process this must be completed – contact each of your programs directly. Background checks reflect all prior convictions, guilty pleas, city ordinance citations (such as public intoxication), illegal possession(s) including possession of alcohol under the legal age, payments of fines (including those for traffic violations), and in some cases, prior records thought to have been expunged. Note that in some states, common traffic violations can be considered misdemeanors.



# CASAA Fees



\$165 fee to apply to one  
program



\$55 fee for each additional  
program



# CASAA Waivers

## Applying for a Fee Waiver

Determine when to apply for your waiver.

Keep in mind that fee waivers are limited and only valid for 14 days (including holidays and weekends) from the time you are approved. Be ready to submit your application if you are approved.

Start your application.

You must have an account to apply for a fee waiver. Fee assistance applications are not accepted by mail or email.

Complete and submit your fee assistance application.

1. Click on your name in the upper right corner of the application, then select **Fee Assistance Program**.
2. Enter your household's adjusted gross income for 2022 and the current number of members in your household. Note that "size of family" includes the number of people claimed as dependents on the tax report.
3. Upload a copy of the filed 2022 Federal Income Tax Return Form 1040. This form was either filed by you or by someone who listed you as a dependent (such as a parent or guardian). Remember, if you were listed as a dependent, you must submit that individual's tax return form instead of your own.

Await notification.

Once you submit your fee waiver request, it can take up to 10 business days to process. The status of your request will be sent to both your email address and your application inbox.

While your fee waiver request is pending, you are unable to submit your application. To submit your application and forfeit your waiver request, return to the **Fee Assistance Program** section and click **Cancel Request**. Once you submit your application, you are ineligible to apply for another fee waiver.

Submit your application and pay any remaining balance.

If you are approved, the waiver amount of \$165 will be automatically deducted from your total fees, and you are responsible for any remaining balance. Contact customer service immediately if you do not see the waiver amount deducted.

Remember to submit your application within 14 days of your approval (including holidays and weekends). Outstanding transcripts, evaluations, and/or test scores do not have to be received within this timeframe.

# DATES



CASAA CYCLE:  
MARCH  
11, 2025 –  
February 27,  
2026



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



MANY PROGRAMS  
LIKE EMORY HAVE A  
SUPPLEMENTAL  
APPLICATION  
PROCESS



BE AWARE OF  
EARLY DECISION  
DATES FOR  
YOUR  
PROGRAMS



# CASAA Timeline

[https://help.liaisonedu.com/CASAA\\_Applicant\\_Help\\_Center/Starting\\_Your\\_CASAA\\_Application/Getting\\_Started\\_with\\_Your\\_CASAA\\_Application/01\\_Quick\\_Start\\_Guide](https://help.liaisonedu.com/CASAA_Applicant_Help_Center/Starting_Your_CASAA_Application/Getting_Started_with_Your_CASAA_Application/01_Quick_Start_Guide)

**Presenter Notes**  
2023-04-19 13:42:59

This link takes you directly to the suggested timeline for CASAA. It can be helpful for getting organized and staying on task.





# Re-Applying

- ▶ You can choose a fresh application
- ▶ You can choose to copy previous application data over
- ▶ Any new coursework will need to be updated and verified
- ▶ [Here](#) are instructions for re-applying





# Welcome to CASAA

## Welcome!

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

CASAA, the Centralized Application Service for Anesthesiologist Assistants, is the online application for all Master of Science in Anesthesiologist Assistant degrees available in the US. Through CASAA, you can select all programs you wish to apply to, then submit one application that includes all necessary materials.

CASAA is a service of the Association of Anesthesiologist

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 CASAA?](#)

The first thing you need to do is create an account. Go to the CASAA homepage and select "create an account." You can create an account before the cycle begins but you don't want to put things in that won't transfer like LORS.

## Create an Account

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

# Account Creation



Note: there is no cost for account creation; applicants are not charged until they select programs and submit their application.


When creating an account, You will be prompted to submit the following information: Name, Contact Information, Username, and Password, Agreement of Terms of Service







# Add Programs

Presenter Notes  
2023-04-19 13:43:02

Association of AA Program Directors

1Sign Out

Add Program | Selected Programs Filters

# Application Process

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





# Dashboard

My Application

Add Program


Submit Application

Check Status

## My Application

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

Latest Notifications


 Welcome to the CASAA application (save this email!)

Today

View My Notifications


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

Personal Information




0/8  
Sections Completed

Academic History




0/3  
Sections Completed

Supporting Information



0/5  
Sections Completed

Program Materials



0/2  
Sections Completed

A large, solid teal circle is positioned on the right side of the slide, partially overlapping the dark teal background. It is a simple, flat design element.

My Application

Add Program

Submit Application

Check Status

My Application

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

Latest Notifications

Welcome to the CASAA application (save this email!)

Today

View My Notifications

Personal Information

0/8 Sections Completed

Release Statement

Biographic Information

Contact Information

Citizenship Information

Race & Ethnicity

Family Information

Environmental Factors

Other Information

<https://casaa.liaisoncas.com/applicant-ux/#/personalInfo/biographict...>

Sections Completed

Release Statement

You must review and respond to the following release statements to submit your application. Once you submit your application, your responses cannot be edited. Review these instructions and the content of the statements carefully. It's your responsibility to read and understand these statements before responding to them. [Click here](#) for more information.

\* Indicates required field

Release Statement

CASAA Release Statement

\* I certify that I have read and understood all application instructions and the [CASAA Applicant Code of Conduct](#), including monitoring my application. I certify that all the information and statements I provide are current, accurate, and complete to the best of my knowledge. I understand that withholding information or submitting false or misleading information may be grounds for denial of admission by any participating program or expulsion from programs after admission.

☐ I accept

Advisor Release

By selecting **Yes**, you authorize CASAA to release parts of your CASAA application and application status to pre-health advisors and advisory committees at schools you previously attended. Your advisor can then better assist you throughout the admissions process. Once you submit your application, you cannot edit this response.

☐ Yes
☐ No

Save and Continue

# Personal Information

- ▶ Release Statements:
  - ▶ CASAA Release Statement
  - ▶ Advisor Release Statement



0/8

Sections Completed

Release Statement

Biographic Information

Contact Information

Citizenship Information

Race & Ethnicity

Family Information

Environmental Factors

# 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 **Profile Section** 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

John

Middle Name

Last or Family Name

Robinson

Suffix

Alternate Name

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

Yes

No

0/8

Sections Completed

Release Statement

Biographic Information

Contact Information

Citizenship Information

Race & Ethnicity

Family Information

Environmental Factors

Other Information

# 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.

\* Indicates required field

United States Citizenship Details

\* U.S. Citizenship Status

Select Citizenship

\* Country of Citizenship

Select Country of Citizenship

\* Do you have dual citizenship?

Yes

No

Residency Information

\* Legal State of Residence

Select State/Province

\* Legal County of Residence

Select County

\* How long have you been a resident of your state?

Select Residency Duration

\* How long have you lived in the U.S.?

Select Duration

Visa Information

\* Do you have a U.S. Visa?

Yes

No

0/8

Sections Completed

Release Statement

Biographic Information

Contact Information

Citizenship Information

Race & Ethnicity

Family Information

Environmental Factors

Other Information

# Contact Information

Enter your contact information in this section. Keep this information up-to-date throughout the application process. [Click here](#) for more information.

You can edit this section after you submit your application.

\* Indicates required field

Current Address

\* Country / Territory

Select a Country

\* Street Address 1

Street Address 2

\* City

\* State/Province

Select a State/Province

\* Zip/Postal Code

Approximate Date through which current address is valid

MM/DD/YYYY

\* Is this your permanent address?

Yes

No

What is your permanent address?

\* Country / Territory

Select a Country

\* Street Address 1

Street Address 2

Presenter Notes  
23-04-19 13:43:00  
-----  
The sections under  
Biographic Information are  
Next, enter your  
alternate name

birth information  
Biographic Information  
Next enter your  
information.  
email that you  
frequently. So  
will create an  
specifically for a  
information. The  
Citizenship Information  
you will disclose your  
information and any  
visa information.

# Personal Information

- ▶ Race & Ethnicity
- ▶ Parent/Guardian Info
- ▶ Environmental Factors

**Presenter Notes**  
2023-08-19 23:43:05

Next you will enter in you race and ethnicity information followed by Family Information which collects data on your parents or guardian should you wish to include that in this section. Then the environmental factors section will ask a series of questions around your access to medical care, childhood residency, etc.

0/8

Sections Completed

Release Statement

Biographic Information

Contact Information

Citizenship Information

**Race & Ethnicity**

Family Information

Environmental Factors

Other Information

Race & Ethnicity

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.

Once you submit your application, you cannot edit this section.

\* Indicates required field

Ethnicity

Do you consider yourself to be of Hispanic/Latino origin?

Race

Please select one or more of the following groups in which you consider yourself to be a part of.

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African-American

☐ Native Hawaiian or Other Pacific Islander

☐ White

Save and Continue

My Application

Add Program

Submit

0/8

Sections Completed

Release Statement

Biographic Information

Contact Information

Citizenship Information

**Race & Ethnicity**

Family Information

Environmental Factors

Other Information

Family Information

Enter demographic information about your parent(s) or guardian(s), including their name, address, and role within your household. This information is only used for data and record-keeping purposes.

Once you submit your application, you cannot edit this section.

+ Add a Parent/Guardian

I Am Not Adding Any Family Information

Environmental Factors

Enter your responses to these questions. [Click here](#) for more information.

Once you submit your application, you cannot edit this section.

\* Indicates required field

Childhood Residency

In what country did you spend the majority of your life from birth to age eighteen?

Select Country

In what state did you spend the majority of your life from birth to age eighteen?

Select a State/Province

In what county did you spend the majority of your life from birth to age eighteen?

Select County

In what city did you spend the majority of your life from birth to age eighteen?

What is the type of geographic area where you were raised?

Select Geographic Area

Description of Childhood Residency

0 word 0/250

Do you feel that the area where you grew up was medically underserved?

☐ Yes


☐ No

☐ I don't know



The last section of the Personal Information part of the application is called "Other Information." Here you will answer questions pertaining to your language proficiencies, military status, and any felony or misdemeanor convictions

# Personal Information



0/8  
Sections Completed

Release Statement

Biographic Information

Contact Information

Citizenship Information

Race & Ethnicity

Family Information

Environmental Factors

Other Information

## Other Information

Enter your responses to these additional questions. [Click here](#) for more information.

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

\* Indicates required field

### Language Proficiency

\* What is your First Language?

Select Language

+ Add Another Language

### Military Status

Indicate your anticipated United States Military status at the time you enroll:

Select Military Status

### Misdemeanor

\* Have you ever been convicted of a Misdemeanor?

☐ Yes ☐ No

### Felony

\* Have you ever been convicted of a Felony?

☐ Yes ☐ No

# Academic History


- ▶ Colleges Attended
- ▶ Transcript Entry
- ▶ Standardized Tests

[My Application](#)[Add Program](#)[Submit Application](#)[Check Status](#)


## My Application

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

### Latest Notifications

 Welcome to the CASAA application (save this email!) Today

[View My Notifications](#)



## Academic History

0/3 Sections Completed

[Colleges Attended](#)[Transcript Entry](#)[Standardized Tests](#)



# Colleges Attended

Report all institutions attended, regardless of:

- Their relevance to the programs you're applying to, and
- Whether the coursework completed there was transferred to another institution.

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

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

[Add a College or University](#)

## Colleges Attended

### Add a College or University

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

#### \* What college or university did you attend?

University of Geo

[CHINA UNIVERSITY OF GEOSCIENCES](#)

China

[UNIVERSITY OF GEORGIA](#)

Georgia, United States

[? Can't find your school?](#)

[Save](#)

# Colleges Attended



## Add a College or University

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

\* Indicates required field

Colleges Attended

\* What college or university did you attend?

UNIVERSITY OF GEORGIA

Transcript Entry

Standardized Tests

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

☒

Yes

☐

No

\* Degree Info

☐

Degree Awarded

☐

Degree In Progress



# Colleges Attended



# Professional Transcript Entry

- ▶ \$80 for 1-3 transcripts
- ▶ \$110 for 4-6 transcripts
- ▶ \$150 for 7+

## 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.



Sections Completed

Colleges Attended

Transcript Entry

Standardized Tests

Need help with  
Transcript Entry?  
Watch this video.

# Transcript Entry

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

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

To complete this section accurately:

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

[Click here](#) for more information.

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

**UNIVERSITY OF GEORGIA****Start**

Is entering your coursework taking too long?

# Transcript Entry

**Presenter Notes**

2024-03-12 22:48:46

## UNIVERSITY OF GEORGIA Transcript

Fall August 2018 - Still Attending

*TERM	*YEAR	*ACADEMIC STATUS	*COMPLETION STATUS
Fall	2018	Freshman	Completed

*COURSE CODE	*COURSE TITLE	*SUBJECT	*CREDITS	*GRADE	CAS GRADE
BIOL 1107	Introduction to Biolo	Biology	3	00	91
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

Enter your courses first. For any courses you took that fall outside of the typical academic statuses, choose Freshman. After you enter all courses, you will start Transcript Review where you will be asked to identify courses that are Repeated, Advanced Placement, Other Tests, Honors, and Study Abroad.

# Transcript Entry



# AP Scores & Dual Enrollment

- ▶ **Freshman-Senior:** Applies to all college- or university-level courses taken prior to your first bachelor's degree. In general, four-year students should list one year per designation and five-year students should list their last two years as senior. Non-traditional students should label their terms as evenly as possible in chronological order.
- ▶ **Dual enrollment** courses (college courses taken during high school) are considered freshmen and should be listed under the college where you took them. Do **not** report these courses again as transfer credits at your undergraduate institution.
- ▶ **Test Credits:** You can only list test credits if they were awarded by one of the schools you attended and they appear on your transcript. Test credit types include Advanced Placement (AP), International Baccalaureate (IB), CLEP, DANTE, Regents, and courses you "tested out of" at college or university. List these credits under your first term at the school that awarded you the credit and enter "CR" as the grade. If no course prefix or number appears on the transcript, enter "N/A" for Not Applicable.
- ▶ Be sure to designate these test credits appropriately in the Transcript Review section (below).

# Transcript Entry

## Transcript Review

### Welcome to Transcript Review.

Your transcripts will be reviewed by a quality assurance team. It is important that you have entered your coursework exactly as it appears on your transcripts. If there are 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.

When you are ready, continue with Transcript Review to finalize this section of your application. You will be asked to identify additional attributes about your coursework, so keep your transcripts handy.

Great. Let's Get Started.

## Transcript Review

### Did you take any Lab Courses?

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

☐ Yes

☐ No

Continue

### Select your Lab Courses

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

Only lab-eligible coursework is shown.

0 COURSES  
SELECTED

I am Done, Continue

UNIVERSITY OF  
GEORGIA Transcript

0

I Am Not Adding Any Lab Courses

Fall 2018

LAB ONLY	LECTURE WITH LAB	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
<input type="checkbox"/>	<input type="checkbox"/>	BIOL 1107	Introductic	Biology	3.00	91
<input type="checkbox"/>	<input type="checkbox"/>	BIOL 1107	Biology Lal	Biology	1.00	87

# Transcript Entry Review



# Transcript Review

## Transcript Review

### Did you repeat any classes?

If you had to repeat any of the courses you entered in your transcripts, then you should select "Yes" below.

☐

Yes

☒

No

Continue

## Transcript Review

### Did you receive credit for any Advanced Placement exams?

If you have any course credits fulfilled by Advanced Placement exams and clearly marked as Advanced Placement on your transcript, then you should select "Yes" below.

☐

Yes

☐

No

Continue

You will be asked to select any classes that you have repeated, AP, other test credit, Honors courses, and any courses taken on study abroad programs.

# Order Your Transcripts

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

## Instant Access





# Standardized Tests

Presenter Notes  
2023-04-19 13:43:12



My Application

Add Program

Submit Application

Check Status



Sections Completed

Colleges Attended ✓

Transcript Entry ✓

Standardized Tests

## Standardized Tests

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

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

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

I Am Not Adding Any Standardized Tests

GRE

Add Test Score

IELTS

Add Test Score

MCAT

Add Test Score



John Robinson  
CAS ID: 3681715716

Sign Out

My Application

Add Program

Submit Application

Check Status



Sections Completed

Colleges Attended ✓

Transcript Entry ✓

Standardized Tests

GRE



\* Indicates required field

\* Have you taken the test?

☐ Yes

☒ No

\* When do you plan to take this test?

MM/DD/YYYY

ETS Registration Code

☒ Save This Test



**Got  
Questions?**



[My Application](#)[Add Program](#)[Submit Application](#)[Check Status](#)

## My Application

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

### Latest Notifications



Welcome to the CASAA application (save this email!)

Today

[View My Notifications](#)

## Supporting Information

0/5 Sections Completed

[Evaluations](#)[Experiences](#)[Achievements](#)[Licenses and Certifications](#)[Essay](#)

My Application

Add Program

Submit Application

Check Status

0/5

Sections Completed

Evaluations

Experiences

Achievements

Licenses and Certifications

Essay

# Evaluations

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

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

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

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

Evaluation 1

+ Create Evaluation Request

Evaluation 2

+ Create Evaluation Request

Evaluation 3

0/5

Sections Completed

Evaluations

Experiences

Achievements

Licenses and Certifications

Essay

# Create Evaluation Request

Evaluator's Information

\* First Name

\* Last Name

\* Email Address

\* Due Date

MM/DD/YYYY

\* Personal Message to Your Evaluator

0 word0/500

Waiver of Evaluation

\* I waive my right of access to this evaluation.

YesNo

\* 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.

**Presenter Notes**  
2023-08-19 23:43:40


You need to create an evaluation request for each of your references. Click on Create Evaluation Request. Then you will enter your evaluator or reference's information including their name, email, due date for their evaluation, and a personal message. You will be asked if you would like to waive your right to access the evaluation. ALWAYS waive your right to view your evaluations

Evaluations



# Evaluations

## Evaluator's Information

* First Name	<input type="text" value="Chelsea"/>
* Last Name	<input type="text" value="Wesnofske"/>
* Email Address	<input type="text" value="clhims1@uga.edu"/>
* Due Date	<input type="text" value="09/25/2020"/>  MM/DD/YYYY
* Personal Message to Your Evaluator	<div>Please upload your letter of recommendation by 9/25/20. Thank you for your support!</div> <div>13 words 83/500</div>

## 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.

 [Save This Evaluation Request](#)

Hi Chelsea,

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

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

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

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

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

Thanks,

CASAA Customer Service  
[Help@UniCAS.com](mailto:Help@UniCAS.com)

# Evaluations

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

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

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

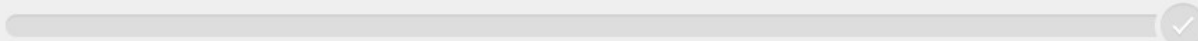
You can edit and delete requests that are in Requested or Accepted status. Once a request is Completed, you cannot make any changes regardless of whether you've submitted your application or not.

Wesnofske, Chelsea



Evaluation Request: Individual **Status** Requested Submitted: 05/20/2020

Evaluation 2



# Evaluations

- ▶ You can check the status of your evaluations
- ▶ You can see here that the status in **orange** is “requested”
- ▶ [https://help.liaisonedu.com/Letters\\_by\\_Liaison\\_Help\\_Center/Completing\\_a\\_Recommendation/2\\_Complete\\_a\\_Recommendation#Likert\\_Criteria](https://help.liaisonedu.com/Letters_by_Liaison_Help_Center/Completing_a_Recommendation/2_Complete_a_Recommendation#Likert_Criteria)



My Application

Add Program

Submit Application

Check Status

0/5

Sections Completed

Evaluations

Experiences

Achievements

Licenses and Certifications

Essay

# Experiences

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more Experiences, but you will not be able to 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.

Enter your professional experiences in several categories, or types, in this section. Review the definitions below, consider the duties you performed, and choose the category that you think best fits the experience. [Click here](#) for more information.

+

Add an Experience

I Am Not Adding Any Experiences

# Experiences

[https://help.liaisonedu.com/CASAA Applicant Help Center/Filling Out Your CASAA Application/Supporting Information/02 Experiences](https://help.liaisonedu.com/CASAA_Applicant_Help_Center/Filling_Out_Your_CASAA_Application/Supporting_Information/02_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?

✓

Employment

Extracurricular Activities

Healthcare Experience

Research

Anesthesia Shadowing

Volunteer

Leadership

Organization

\* Name

Address

Address 2

City

\* Country

Zip Code

\* State/Province

Select Country

▼

Select a State/Province

▼

# 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

✓

Awards

Honors

\* Name

Name of Presenting Organization

Issued Date



MM/DD/YYYY

Brief description

0 word

0/600



Save This Achievement

[Achievements Help](#)



# Licenses and Certifications

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

Add any current professional licenses and certifications that you have in this section. [Click here](#) for more information.

 **Add a License or Certification**



I Am Not Adding Any Licenses or Certifications

# Licenses and Certifications

## Add Your Licenses and Certifications

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

### Details Name

* Type	<div><div>✓</div><div>Healthcare License</div><div>Healthcare Certification</div></div>
* Title	<input type="text"/>
* Organization Name	<input type="text"/>
Number	<input type="text"/>
Issued Date	<div><input type="text"/><div>MM/DD/YYYY</div></div>
Valid Until	<div><input type="text"/><div>MM/DD/YYYY</div></div>
Brief Description	<div><div></div></div>

# Personal Statement

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

The screenshot displays the AAAPD (Association of AA Program Directors) application portal. The top navigation bar includes the AAAPD logo, a help icon, a notification bell with one alert, the user's name 'John Robinson', a dropdown arrow, the CAS ID '3681715716', and a 'Sign Out' button. Below this is a secondary navigation bar with four tabs: 'My Application' (active), 'Add Program', 'Submit Application', and 'Check Status'. The main content area is titled 'Essay' and contains instructions: 'Write a brief statement expressing why you would like to be considered for the programs you are applying to. [Click here](#) for more information.' and 'Once you submit your application, you cannot edit this section.' A sidebar on the left shows a progress indicator '0/5 Sections Completed' with a folder icon, and a list of sections: 'Evaluations', 'Experiences', 'Achievements', 'Licenses and Certifications', and 'Essay' (which is highlighted). The 'Essay Question' section contains a required field (marked with a red star) asking the user to explain their motivation for selecting a career in healthcare and specifically why they are interested in becoming an anesthesiologist assistant. Below the text area is a word count '0 word' and a limit '0/4500'. At the bottom of the form is a 'Save and Continue' button with a checkmark icon.

AAAPD  
Association of AA Program Directors

John Robinson  
CAS ID: 3681715716

Sign Out

My Application Add Program Submit Application Check Status

Essay

Write a brief statement expressing why you would like to be considered for the programs you are applying to. [Click here](#) for more information.

Once you submit your application, you cannot edit this section.

\* Indicates required field

Essay Question

\* Please explain your motivation for selecting a career in healthcare and specifically why you are interested in becoming an anesthesiologist assistant. Describe how your personal and professional background will help you achieve your career goals and eminently suit you for this profession.

0 word 0/4500

Save and Continue



# My Application

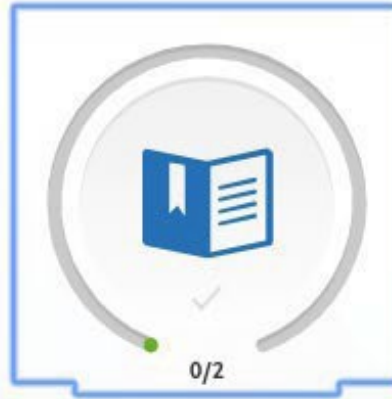
This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

## Latest Notifications

Your evaluation request Today

3 Welcome to the CASAA application (save this email!) Today

[View My Notifications](#)



## Program Materials

*0/2 Sections Completed*

**Emory AA Program**  
Emory University

**Master of Science in Anesthesia Program**  
Indiana University School of Medicine



**EMORY**  
 UNIVERSITY  
 SCHOOL OF  
 MEDICINE

**Master of Medical Science  
Program in Anesthesiology**

Emory AA Program

Deadline: 10/09/2020

Home

Questions

Documents

Prerequisites

The Master of Medical Science Program in Anesthesiology

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

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

[More information about the AA program](#)

A **VERIFIED** CASAA application, the complete Emory Supplemental Application and Emory Supporting documents must be processed and **COMPLETE** before or by Friday, October 9, 2020. Emory Supplemental supporting documents and checklist located on the AA Program website will complete your application for consideration. Visit [www.emoryaaaprogram.org](http://www.emoryaaaprogram.org)

[AA Program Calendar](#)



**EMORY**  
 UNIVERSITY  
 SCHOOL OF  
 MEDICINE

**Master of Medical Science  
Program in Anesthesiology**

Emory AA Program

Deadline: 10/09/2020

Home

Questions

Documents

Prerequisites

Presenter Notes  
2024-03-19 22:48:52

Save

★ Indicates required field

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

GRE and/or MCAT Results

Complete ETS official GRE scores must be provided to CASAA before submission of an application. **Unofficial scores will not be verified.**

Complete official MCAT scores must be provided to CASAA. A copy of the official MCAT report should accompany your Emory Supporting Documents that should be mailed to the AA Program office.

Emory Supporting Documents

Emory Supporting documents (see website) should be mailed directly to the AA Program office.

Program Materials



⚡

UPLOAD TIPS

**Review Uploaded Documents**  
The uploading process may have altered your formatting. Please review before submitting.

**Accepted File Types**  
.doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png. The size limit for each file upload is 15MB.

**Do Not Password Protect Your Documents**  
Protected documents will not be sent with your application.

**Conceal Your Social Security Number (SSN)**  
Only use correction fluid or a redacting marker to conceal your SSN before uploading.

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

\* Indicates required field

Required Documents

\* Shadowing/Healthcare Hours

✓

+

Add Document

Optional Documents

CV/Resume

✓

+

Add Document

License

✓

+

Add Document

Prerequisites

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

Emory AA Program Prerequisites

When mapping your courses to our prerequisites, please note :

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

Physics II

✓

+

Assign Course

Physics I

✓

+

Assign Course

Chemistry I

✓

# Submit Application

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

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	TOTAL FEE(S)	Submit All
0	\$210	

Sort By Deadline

<b>Emory University</b> Emory AA Program ⓘ Term: Summer 1 Deadline 10/09/2020 <div><div></div><div>✓</div></div> Submit	<b>Indiana University School of Medicine</b> Master of Science in Anesthesia Program ⓘ Term: Fall Deadline 02/28/2021 <div><div></div><div>✓</div></div> Submit
--	--



# Completing Your Application

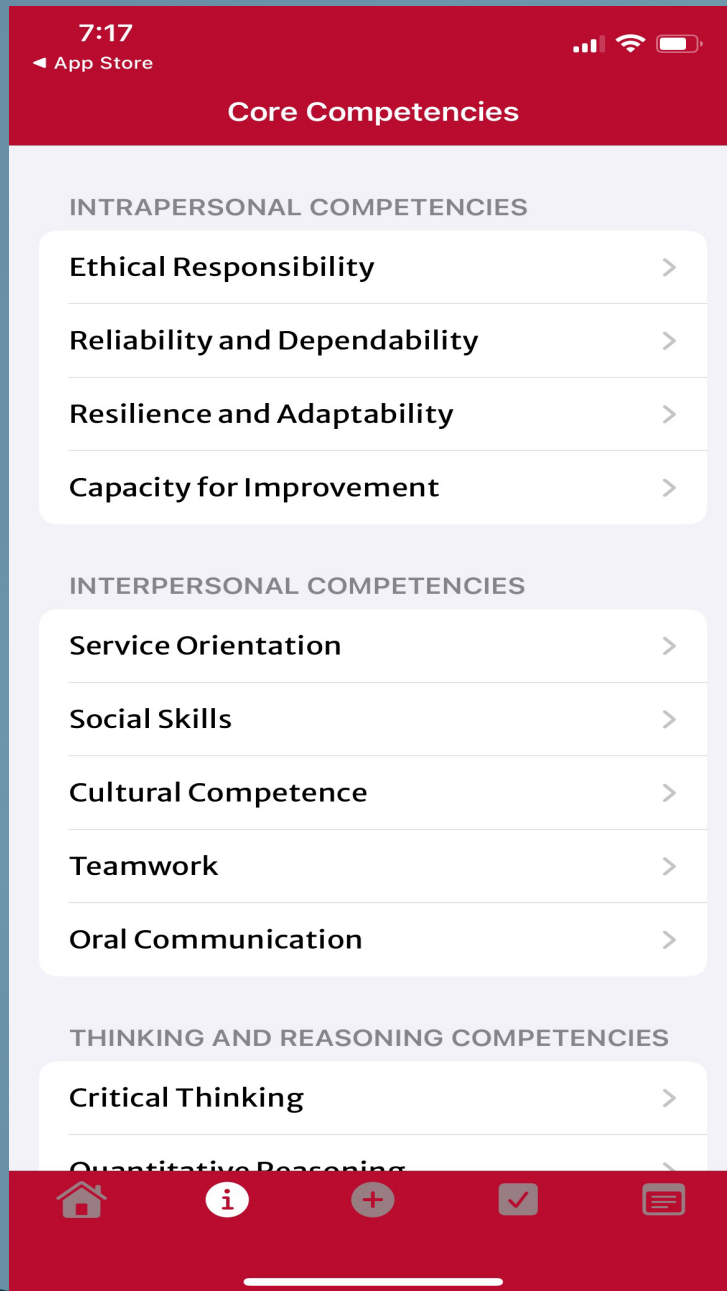
All official transcripts have been received and posted to your application.

At least 3 of your evaluations have been completed and submitted to CASAA.

Your application fee payment was submitted and marked as received.

You submitted your application and received an email confirming it was successfully submitted.

Your application Program Status is "Complete."



# What Makes a Strong SOP?



**Dos:**

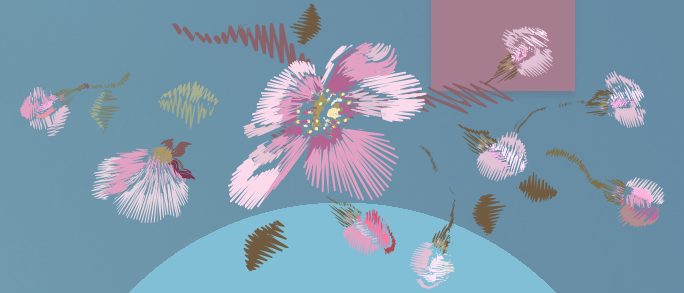
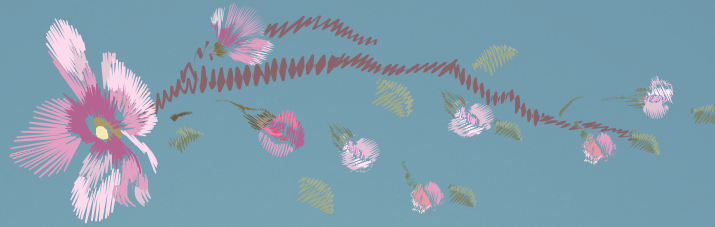
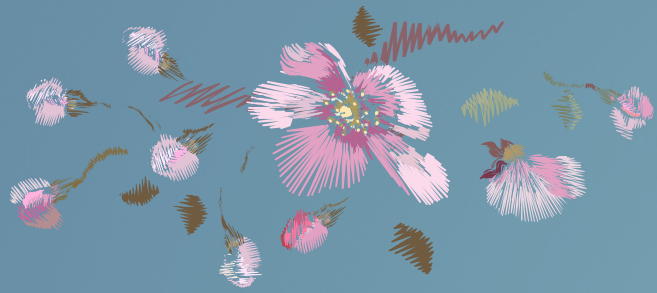
- **Connect your experiences to PT** – Show growth and learning from clinical, volunteer, or personal experiences.

- **Demonstrate understanding of the profession** – Mention exposure to different PT settings (e.g., outpatient, neuro, sports rehab).

- **Highlight qualities that make you a strong PT candidate** – Problem-solving, empathy, adaptability, leadership.

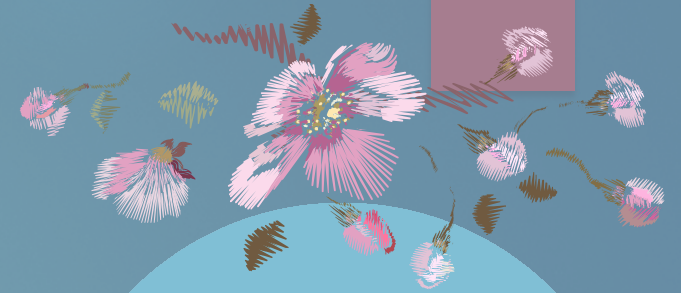
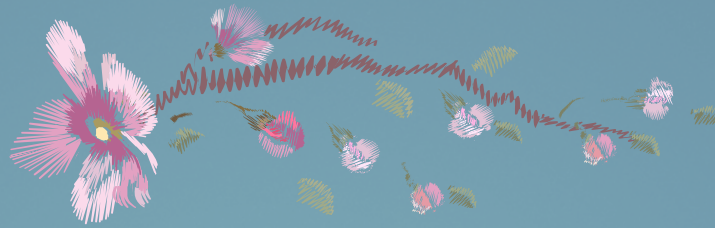
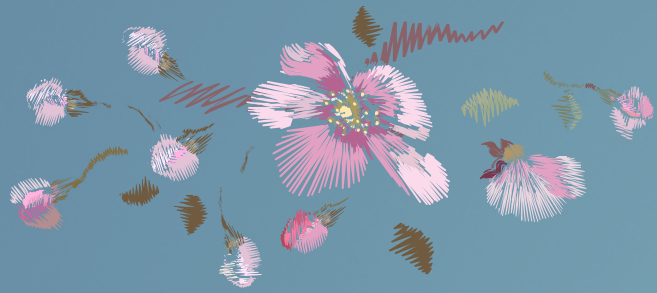
- **(Optional) Tailor it to the school** – Mention specific aspects of the program that align with your goals (e.g., curriculum, research, faculty, clinical rotations).





## Common Mistakes to Avoid ❌ Don'ts:

- **Too Much Resume Listing** – Focus on *why* your experiences matter, not just what you did.
- **Generic Language** – Each SOP should feel personal and unique.
- **Last-Minute Writing** – Draft, revise, and get feedback from mentors or writing centers.



# Cliché Openings

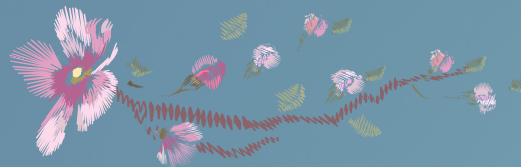
**Cliché Openings** – Avoid "I've always wanted to help people."

Take time to reflect on experiences throughout college.

Journal, Pre-Professional Planner App, Video record yourself speaking about experiences – however you can reflect!







# Extracurriculars & Clinical Experience

## ✓ Dos:

- **Shadow in Diverse Settings** – Schools want to see that you understand different PT environments (e.g., inpatient, pediatrics, outpatient ortho, neuro).
- **Gain Hands-On Experience** – Work as a PT aide, volunteer in a rehab setting, or participate in movement science research. This can be “indirect” hands-on experience.
- **Develop Transferable Skills** – Communication, leadership, teamwork, and problem-solving matter just as much as technical knowledge.
- **Keep a Reflection Journal** – Track patient cases, interesting interactions, or lessons learned—this can help with interview prep and SOP writing.

## ✗ Don'ts:

- **Focusing Only on Hours** – Excessive hours don't matter if you can't articulate what you learned. Quality > Quantity.
- **Skipping Reflection** – Be prepared to discuss how your experiences reinforced your decision to pursue PT.
- **Underestimating Non-Clinical Experience** – Leadership roles, research, and community service all contribute to making you a well-rounded applicant.
- **Lack of Documentation** – Some schools may ask for proof of shadowing hours. Keep a log with dates, locations, and supervisor names.



# Experience Paragraphs

## **Understand Application Requirements:**

- Recognize that applications undergo a holistic review, considering both traditional metrics (GPA, entrance exams) and non-traditional criteria (personal experiences, character).

## **Identify Relevant Experiences:**

- Include activities such as community service, campus involvement with leadership roles, shadowing, field-specific experiences, employment outside the field, and research (if applicable).

## **Emphasize Competencies:**

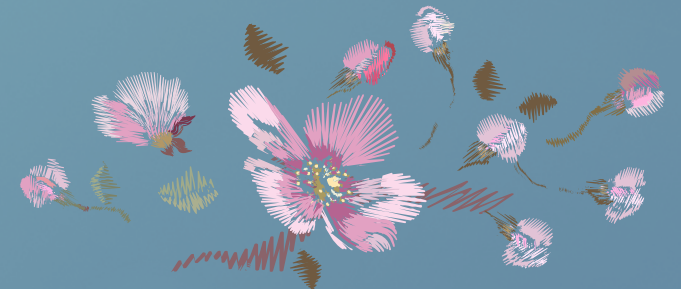
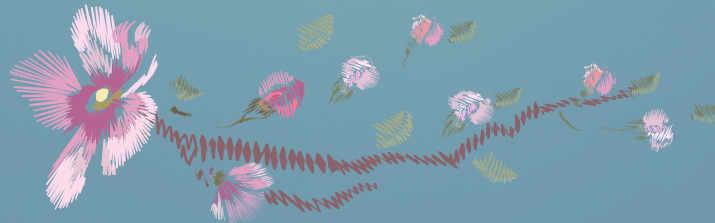
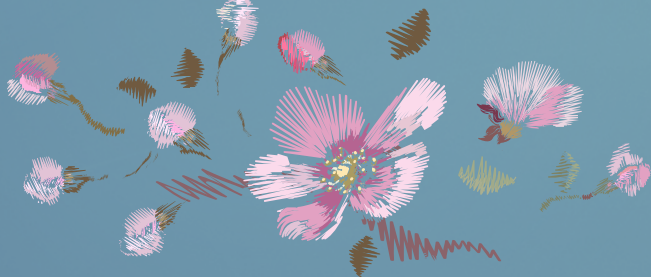
- Reflect on how your experiences have developed competencies such as cultural awareness, empathy, ethical responsibility, interpersonal skills, and resilience.

## **Highlight Leadership Roles:**

- Demonstrate leadership, even without formal titles, by showcasing instances where you guided or influenced others.

## **Categorize Experience Types:**

- Accurately classify each experience (e.g., volunteer work, clinical experience, research) to reflect the nature of your involvement.





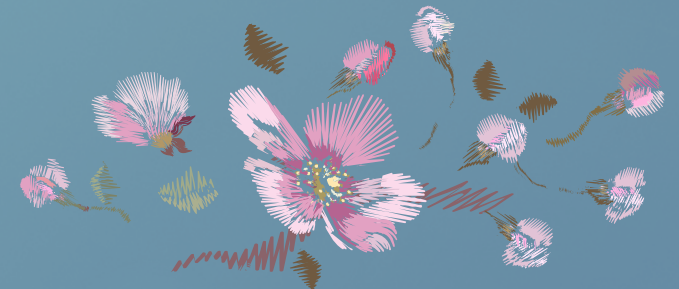
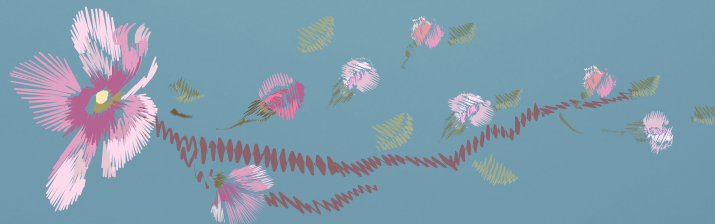
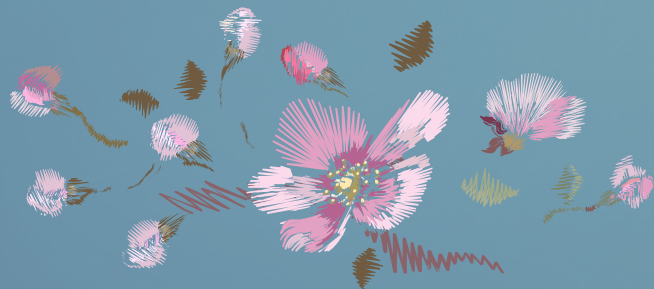
# Letters of Recommendation

## Building Key Relationships:

- Academic Connections:** Engage with professors early; attend office hours, participate actively, and assist in research to foster meaningful interactions.
- Professional Engagement:** Demonstrate professionalism and enthusiasm during shadowing or clinical experiences; show qualities like empathy and initiative.
- Choose Wisely:** Select individuals familiar with your academic abilities and character—preferably faculty or supervisors from relevant experiences.
- Avoid Personal References:** Refrain from asking family members or personal acquaintances; opt for professional or academic contacts.

## Making the Request:

- Ask In Person:** Schedule a meeting to discuss your request, explaining why you value their endorsement.
- Provide Ample Time:** Approach potential recommenders well in advance—ideally before April of your application year—to ensure they have sufficient time.
- Supply Necessary Materials:** Offer your resume, a draft of your personal statement, and clear submission guidelines to assist them in crafting a comprehensive letter.



## **Building Key Relationships:**

- **Academic Connections:** Engage with professors early; attend office hours, participate actively, and assist in research to foster meaningful interactions.
- **Professional Engagement:** Demonstrate professionalism and enthusiasm during shadowing or clinical experiences; show qualities like empathy and initiative.

## **Selecting**

### **Recommenders:**

- **Choose Wisely:**

Select individuals familiar with your academic abilities and character—preferably faculty or supervisors from relevant experiences.

- **Avoid Personal**

**References:** Refrain from asking family members or personal acquaintances; opt for professional or academic contacts.



**RESUME**



# RESUME

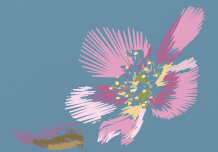
## Making the Request:

- **Ask In Person:** Schedule a meeting to discuss your request, explaining why you value their endorsement.
- **Provide Ample Time:** Approach potential recommenders well in advance—ideally before April of your application year—to ensure they have sufficient time.

## Supporting Your Recommenders:

### •Supply Necessary Materials:

Offer your resume, a draft of your personal statement, and clear submission guidelines to assist them in crafting a comprehensive letter.



# Now What?

- ▶ Use UGA Resources to help prepare for an interview!  
UGA Career Center can help with Interview Prep, Statement of Purpose review, and more.  
<https://uga.biginterview.com/> - Practice Interview skills with artificial intelligence  
PPAO Multiple Mock Interviews: do a mock interview with two staff in our office. Must have proof you have an interview lined up!
- ▶ Statement of Purpose Resources:  
[https://career.uga.edu/personal\\_statement\\_examples](https://career.uga.edu/personal_statement_examples)
- ▶ [https://career.uga.edu/personal\\_statements](https://career.uga.edu/personal_statements)
- ▶ <https://ppao.uga.edu/resources/PS/>





Thank you!  
Casey Ellis  
University of Georgia Pre-Professional  
Advising Office  
[cme92247@uga.edu](mailto:cme92247@uga.edu)

Questions?