

OptomCAS

APPLICATION WALKTHROUGH

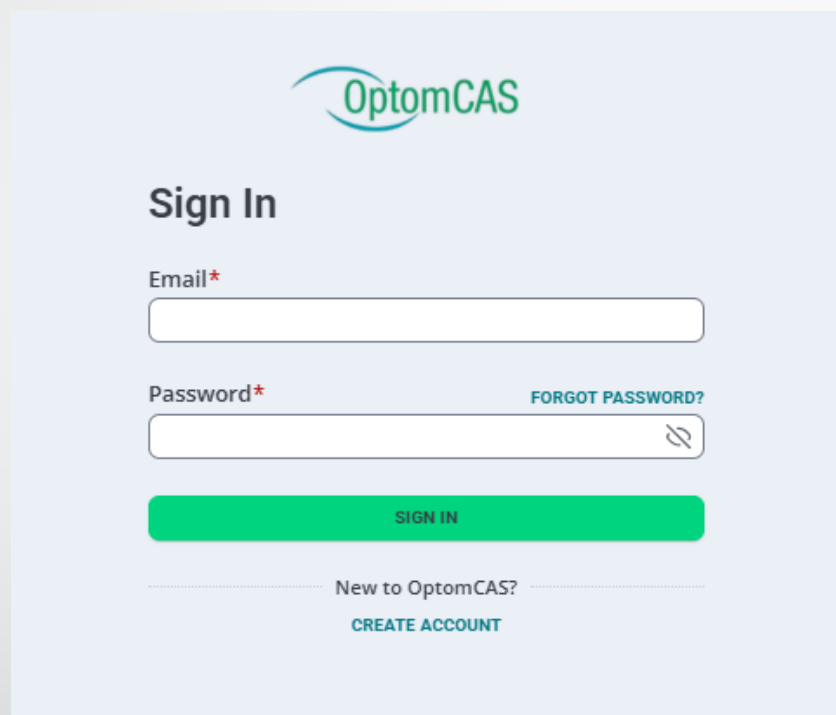
2026-2027

The 2026-2027 cycle will open on June 25, 2026 and will close on May 20, 2027



**UNIVERSITY OF
GEORGIA**

The 2026-2027 OptomCAS application cycle opens **June 25, 2026**.



The image shows a screenshot of the OptomCAS website's login and registration interface. At the top is the OptomCAS logo, which consists of a green arc above the text "OptomCAS". Below the logo is the heading "Sign In". There are two input fields: "Email*" and "Password*", both marked with a red asterisk. The "Email*" field is a simple white box. The "Password*" field is a white box with a small eye icon on the right side. To the right of the "Password*" field is a link that says "FORGOT PASSWORD?". Below these fields is a large green button with the text "SIGN IN" in white. At the bottom, there is a link that says "New to OptomCAS?" followed by "CREATE ACCOUNT".

- [Directory of Schools and Colleges of Optometry](#)
- [Deadlines, Fees, Other Tests Accepted, etc.](#)
- [Prerequisites](#)
- [ASCO's YouTube Channel](#)

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 **2027** 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 has a chat button 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:** support@optomcas.myliaison.com. When contacting via email, please include your full name, CAS ID number (located under your name at the top of the home page) and detailed question. Typical response is within 2-3 business days.
- OptomCAS verification is the process of reviewing your transcript entry and GPA calculation. Verifications occur in chronological order and can take up to 10 business days to complete. Once your application is verified, you will receive a notification and your application's status will change to **Verified**.

Application Checklist

■ Before applying, 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 to which 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, 1-2 hard science professors and one professional letter). Review the [Letters of Recommendation Requirements](#) for each school or college of optometry to which you are interested in applying.
- Completed your personal statement (4500 characters max)
- Compiled your experiences and descriptions
- Self-documented your shadowing hours with optometrists (preferably three different practices at 30 – 40 hours each)
- Obtained transcripts to enter all college courses and credits into the application. You will need to input courses taken at all colleges using the source names/numbers.
- 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 Guidelines](#)

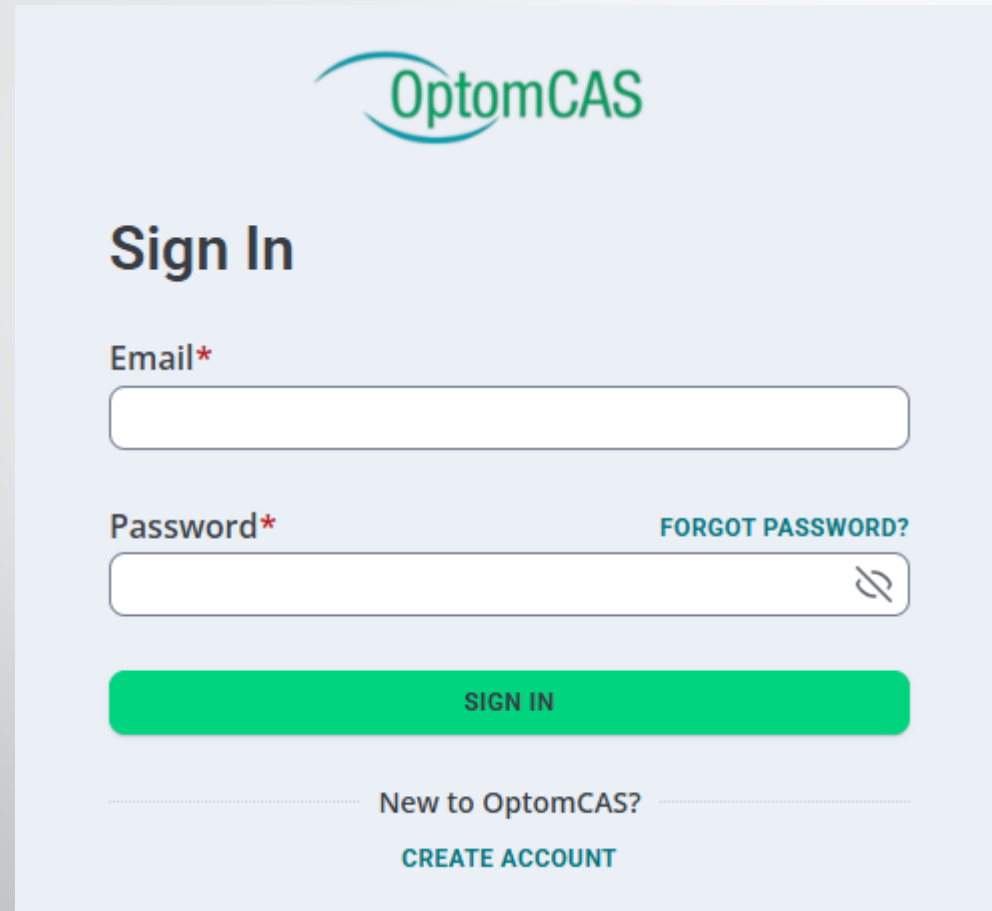
- New applicants can start some parts of the application before the close of the previous cycle and not submit it. Certain contents will transfer to the new application when you open it in June. Details about transferable content are [here](#).

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 image shows a screenshot of the OptomCAS login and registration page. At the top is the OptomCAS logo. Below it is the heading "Sign In". There are two input fields: "Email*" and "Password*", both with red asterisks indicating they are required. The password field has a toggle icon for visibility. To the right of the password field is a link that says "FORGOT PASSWORD?". Below these fields is a large green button labeled "SIGN IN". At the bottom, there is a link that says "New to OptomCAS?" followed by "CREATE ACCOUNT".

Create Account

[RETURN TO SIGN IN](#)

The following information will be shared with the programs you apply to. Be sure to provide complete and accurate information. If necessary, you can provide additional addresses and alternate names within the application.

YOUR NAME

Legal First Name*

Middle Name

Last or Family Name*

Suffix

ACCOUNT INFORMATION

Email Address*

Confirm Email Address*

Password*

Your password must meet these minimal requirements:

- Minimum of 8 characters
- 1 lowercase letter
- 1 uppercase letter
- 1 number
- 1 special character

Confirm Password*

Preferred Phone Number*

 +1

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:

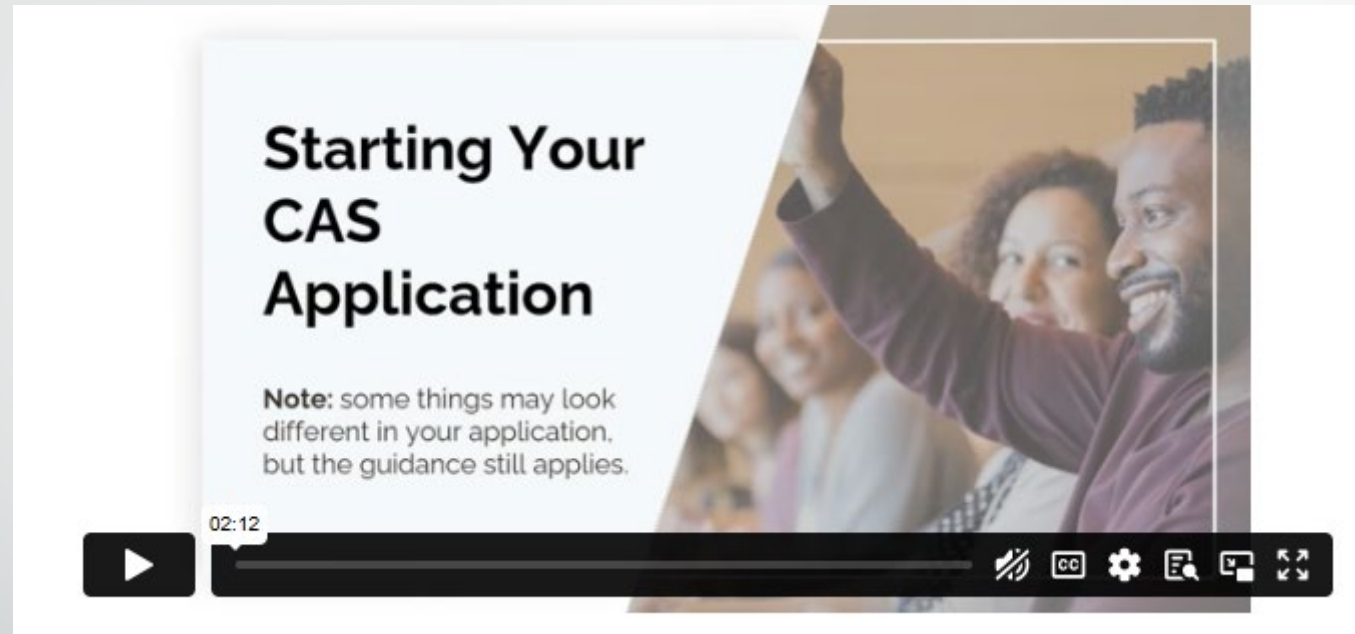
- From the application home page, click **Create an Account**.
- Complete the required fields, agree to the terms and conditions, then click **Create my account**.*
- A message appears that your account was successfully created. Click **Continue**.
- Use the arrows to review helpful information. When 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 under your name at the top left of the home screen 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



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.
- Note that your programs may be able to see that you are a re-applicant.
 - 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.

Click [HERE](#) for Instructions

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 My Programs in the top-right area of the dashboard.
- Click the ⋮ icon to the right of the program name.
- Click Program Status, then click the PDF icon.
 - Note: this icon appears only after you complete the Biographic and Contact Information sections of the application.
- Once you download the application PDF, you can print it or save it on your computer.

Updating Coursework

- If you completed additional coursework since the last cycle:
- Update the **Colleges Attended** section to include changes to dates, degree statuses, and schools.
- Update your coursework. Coursework that was verified in the previous cycle will be locked in the current cycle; however, you can add, edit, and delete unverified courses, including those listed as planned/in-progress.
- Request updated transcripts for new coursework or new awarded degrees (this includes 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.

Verifying New Coursework

- Once your application is completed, it is placed in queue for verification. Although there may be less information on your application to be verified, the standard verification processing timelines still apply.

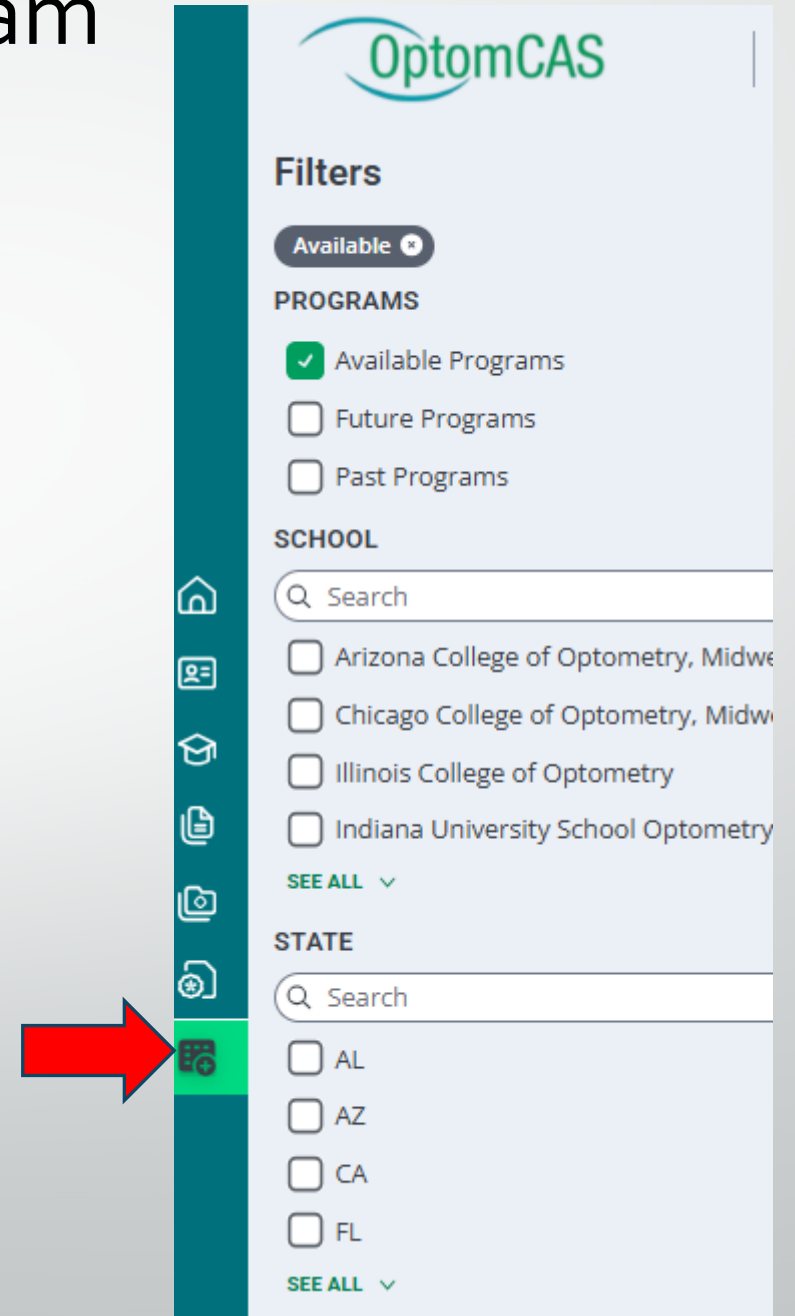
Before Selecting a Program

- **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. OptomCAS does 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. OptomCAS cannot offer refunds if a school you selected has already filled its class, nor can they transfer the payment to another program.

Selecting a Program

- Click the **Add Program Icon** in the left sidebar of the 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. OptomCAS does not offer refunds for selections made in error and does not transfer payments to another program.



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 on the **Add Program Icon** in the left sidebar of the home page.
- Click the checkmark next to the program name.
- Click **Delete** to confirm.

■ From the My Programs Page

- Click **My Programs** at the top right of the dashboard.
- Click the three dots next to the program you want to remove and select **Remove Program**.
- Click the checkbox on the message that appears to confirm removal.

Program Selection

OptomCAS Application Fees

- 1 school: \$190
- Each additional school: \$85
- Average applicant applies to 5 - 7 schools
- 5 schools: \$530 (you can see the total cost before you confirm your application)

APPLY EARLY!

- Since optometry school acceptance is typically 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 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 can take up to 10 business days to complete.

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

Personal Information



1/7 SECTIONS

[Extended Profile](#)

[Release Statement](#)

[Biographic Information](#)

[Contact Information](#)

[Citizenship Information](#)

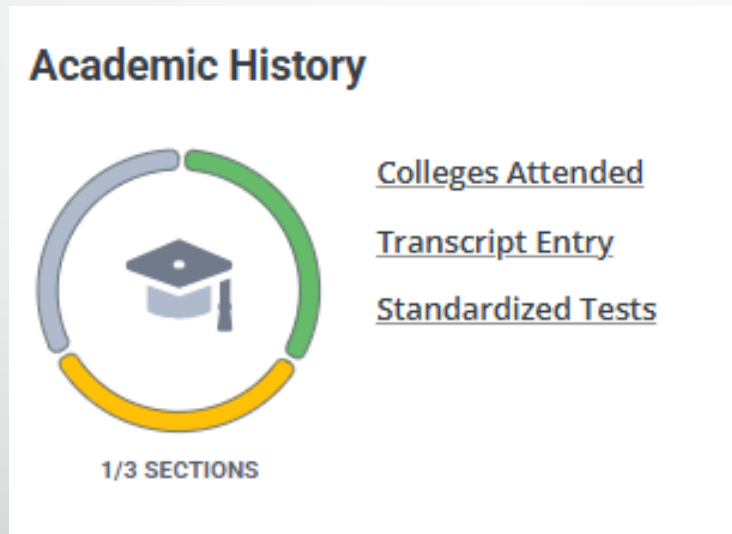
[Race & Ethnicity](#)

[Other Information](#)

At the top of each page is a paragraph explaining what you will be doing with a link to the instructions on the Applicant Help Center

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 the cycle opening date (June 25, 2026)**.
- Official transcripts received earlier than this **date will be discarded**.



At the top of each page is a paragraph explaining what you will be doing with a link to the instructions on the Applicant Help Center

Colleges Attended

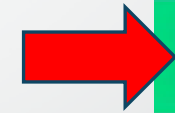
- **Report all institutions attended regardless of their relevance to the programs you are applying to or if you already attended another optometry school.** Failure to report an institution may cause your application to be undelivered. This can significantly delay the processing of your application. Report all institutions attended, including but not limited to:
 - courses taken in high school for college or university credit (these will be freshmen semesters)
 - 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 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, click **Unlisted Institution**.
 - If you select **Unlisted International Institution**, select the school's country from the drop-down.
- Indicate if this institution was your primary college or university (i.e., where you earned your first bachelor's degree).
- 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).
- Indicate if you are still attending this institution. Enter dates of the first and last (if applicable) terms you attended. Be sure to only enter each college or university you attended once, regardless of gaps in your attendance there.
- Add any degrees earned, planned, or in-progress at this institution and the corresponding dates.
 - If you earned or plan to earn a degree, provide details about the earned or expected degree.
 - If you have a double major, enter it in the **Secondary Major** field. Note that you can only enter one minor.
 - Click the plus icon to add additional degrees for this same college or university.
- Click **Continue**.
- Click **Save** to complete the entry.
- Add more colleges, as needed. Then, click **I'm Done Adding Colleges & Universities**.

Ordering Transcripts

- Find out from the colleges you attended what electronic transcript service they use. UGA uses Parchment.
 - Specific instructions for ordering UGA transcripts are on the next two slides.
- Click on the **Academic Records** icon in the left sidebar of the application
- Click the order button beside the college/university
- Select the electronic transcript vendor and follow the prompts
 - **NOTE:** for UGA you will save much time if you review the next three slides, as UGA has you order directly through their Parchment portal and not the one with OptomCAS.



Click [HERE](#) for Instructions on mailing transcripts to OptomCAS

Click [HERE](#) for instructions on sending study abroad transcripts (Most UGA experiences are not outside institutions)

Ordering Electronic Transcript from UGA

Official Transcripts

Official transcripts are your institution's certified statement of your academic record. You can request an official transcript electronically or through your institution's Registrar's Office.



University Of Georgia

GA, United States

ORDER

For UGA transcripts, Click on **Order** and select **Parchment**. On the instruction pop-up, click **Copy** to capture your Transcript ID. **DO NOT** visit the Parchment site. It will only redirect you to the UGA Office of the Registrar. You will need the Transcript ID to complete your transcript order through UGA. See *next slide*.

UNIVERSITY OF GEORGIA



OFFICIAL TRANSCRIPT

Does UNIVERSITY OF GEORGIA offer transcripts through an electronic transcript service? If you're not sure, check the website of the registrar's office.

☒ Yes

☐ No

Which electronic transcript service does UNIVERSITY OF GEORGIA use?



National Student
Clearinghouse



parchment

STEP 4

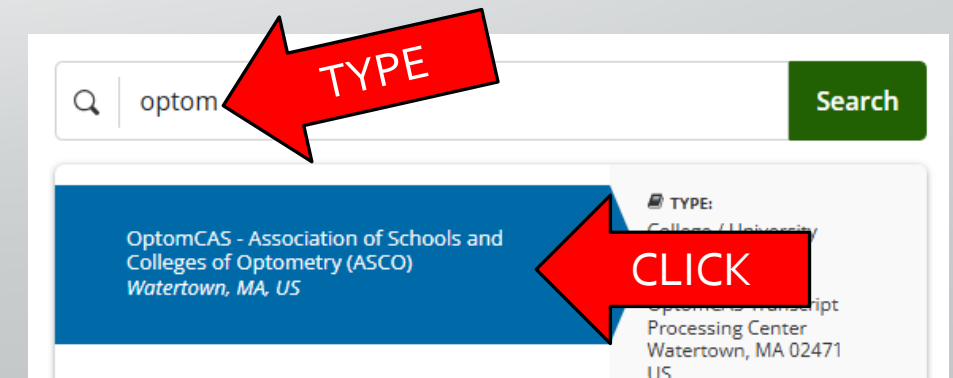
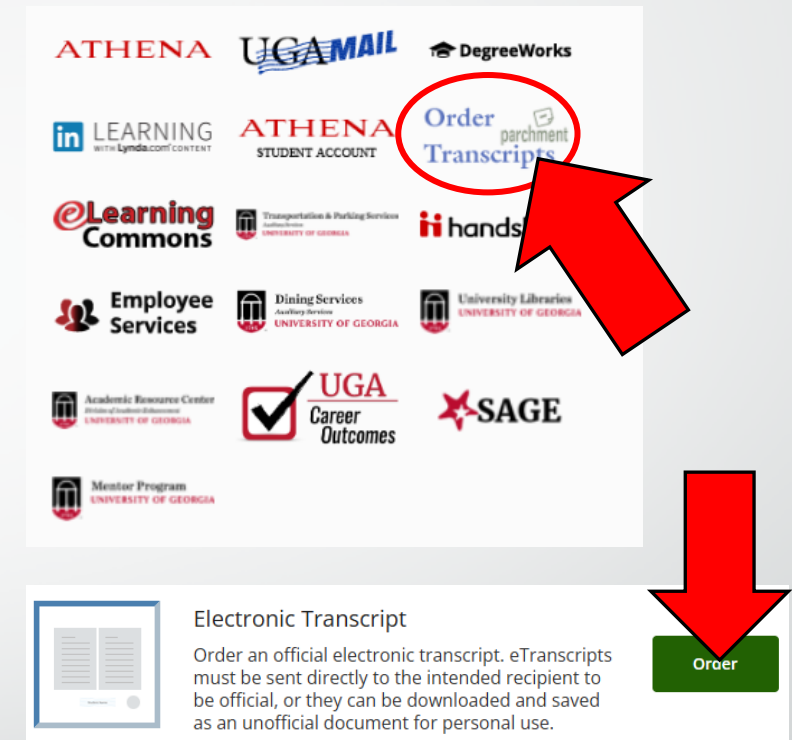
Include the **UNIVERSITY OF GEORGIA** Transcript ID number below, which is unique to this institution only. If you do not include this specific ID, your transcript may experience processing delays.

3456466356-25260990-X

COPY

Ordering Transcripts from UGA Continued

- UGA has Parchment imbedded in its transcript ordering platform found on MyUGA. You must pay \$8.00 by credit/debit card to order your transcript.
- Log in to the portal <http://my.uga.edu>.
- Select **Order Transcripts**, located under **Instant Access** (pictured, top right)
 - You will be redirected to Parchment. You may need to set up an account.
- Click on the **Electronic Transcript** order button
- You will Type **OptomCAS** in the search bar and select the proper result (pictured, bottom right)
- Students requiring the inclusion of UGA summer 2026 grades on their transcript should verify the grades are correct in Athena before placing an order. Click [HERE](#) to see when grades are due from each summer session.



Ordering Transcripts from UGA Continued

- You will need to attach your OptomCAS UGA Georgia Transcript ID to your transcript order from the UGA Office of the Registrar.
- Paste the Transcript ID you had copied from OptomCAS (see instructions on Slide 22) into the box that says “Please enter SCHOOL’S UNIQUE TRANSCRIPT barcode ID”
- Select “Graduate Admissions” as the **Purpose**
- Sign with your mouse
- Continue to check-out

 FROM University of Georgia Athens, GA	 TO OptomCAS - Association of Schools and Colleges of Optometry (ASCO)	Delivery Method: Electronic
		Credential Fee: \$8.00
		Sales Tax: To Be Calculated
		Item Total: \$8.00

TRANSCRIPTS TO INCLUDE SUMMER GRADES - PLEASE VERIFY GRADES ARE POSTED AND CORRECT IN ATHENA BEFORE SUBMITTING AN ORDER: Grades for all summer sessions will be posted on August 4th.

TRANSCRIPTS TO INCLUDE SUMMER DEGREES - PLEASE VERIFY YOUR DEGREE IS AWARDED AND SHOWING A GRADUATION DATE IN YOUR ATHENA UNOFFICIAL TRANSCRIPT BEFORE SUBMITTING AN ORDER: Degrees will be awarded between August 4th through the 17th.

* Please enter SCHOOL'S UNIQUE TRANSCRIPT barcode ID

 3456466356-25260990-X

Purpose

Graduate Admissions



Transcript Process

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

- OptomCAS will **NOT** notify applicants concerning missing transcripts. The status of all transcripts can be viewed in the **STATUSES** section of the home page of your application.
- Allow 5 business days for the school to send the transcript and another 5 business days for OptomCAS to post it to your application. If after this time your transcript is still not posted, contact the school to verify when it was sent, review and correct any [posting delays](#) from your end, and resubmit.

WHAT'S NEXT?

Remember to view the **Statuses** section to learn which transcripts, letters of recommendation, and official test scores we have received!

Have you added all the programs you want to apply to?

[ADD PROGRAMS](#)

Request your recommendations early. It can take some time for them to get completed.

[RECOMMENDATIONS](#)

STATUSES

 Academic Records >

 Recommendations >

 Official Test Scores >



Click on the arrow to view the status of Academic Records, Recommendations, and Official Test Scores.

Transcript FAQ

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

- Yes. All applicants are required to send a 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.

Professional Transcript Entry

- This is an optional service and costs \$85 for up to 3 transcripts, \$110 for 4-6 transcripts and \$160 for 7 or more transcripts.
- Please note that these fees are for coursework entry only and are in addition to OptomCAS regular application fees.
- You must submit and pay for your application before PTE will begin.
- For further details about this service [click here](#).
- There will be a link to the professional service within the application.

If you don't want to enter all your coursework yourself, our Professional Transcript Entry Service (PTE) specialists can enter it for you for an additional fee. This service is only available for completed coursework from accredited schools. Coursework from not-listed schools, foreign coursework, and planned/in-progress courses are not eligible for PTE and must be entered by you. In addition, you must request your transcripts be sent to OptomCAS. Visit the [Applicant Help Center](#) for more information.

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

Select All

☐

UNIVERSITY OF GEORGIA

GA, United States

☐

Bachelor of Science, Biology • Awarded: May 2026
Fall 2021 • Spring 2026

Transcript Entry

Click [HERE](#) for instructions

Points to Remember:

- Do NOT enter transferred credits; only enter credits in the source school.
- For undergraduate, your status is Freshman through Senior. Dual enrollment is Freshman. Rise to the next status level in the fall term regardless of hours achieved, so that summer term is the same status as the previous fall and spring.
- On the UGA transcript, AP grades are K, but OptomCAS prefers the grade is entered as CR; exempt courses will have a grade of EX like on the UGA transcript.
- Repeat courses are only those retaken at the same institution. If you AP'd a course then took it at a college, it is not a repeat course (you first took it in high school). If you retook a course at another college/university, it is not a repeat course.

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 on the next slide 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.

University Of Georgia

+

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▼ Fall 2021 Freshman

Course Code	Course Title / Classifications	Credits	Grade / CAS Grade	Action
PSYC 1000	ELEMENTARY PSYCHOLOGY	3.00	CR	
BIOL 1107 L	PRIN BIOLOGY LAB	1.00	A / A	
BIOL 1107	PRIN BIOLOGY I	3.00	A- / A-	

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 ADD COURSE

For undergraduate, your status is Freshman through Senior. Dual enrollment is Freshman. Rise to the next status level in the fall term regardless of hours achieved, so that summer term is the same status as the previous fall and spring.

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.
 - The academic calendar begins in the fall. A good rule of thumb for a 4-year degree is to rise to the next level each fall, regardless of hours achieved.
 - 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.
 - AP, IB, and exempt courses are all listed in the freshman semester of the first college accepting these credits or exemptions.
- **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.

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" 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.
 - **On the UGA transcript, AP grades are K, but OptomCAS prefers the grade is entered as CR; exempt courses will have a grade of EX like on the UGA transcript.**
- 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.

COURSE INFORMATION

Semester*	Subject*	
🔍	🔒	
Course Code*	Course Title*	
🔒	🔒	
e.g., BIO 101	e.g., Introduction to Biology	
Credits*	Grade*	CAS Grade*
	🔒	🔒
e.g., 3.00	e.g., 85 or B	

ADDITIONAL QUESTIONS

Is this a Honors course?

☐

Did you repeat this course?

☐

Was this credit awarded for an Advanced Placement test result?

Advanced Placement test credit should be clearly marked on your transcript.

☐

Was this credit awarded for any other test result other than an Advanced Placement test?

Tests such as CLEP, Department Exam, Institutional Exam, International Baccalaureate, or Regents Exam should be clearly marked as a test credit on your transcript.

☐

Did you take this course while studying abroad?

☐

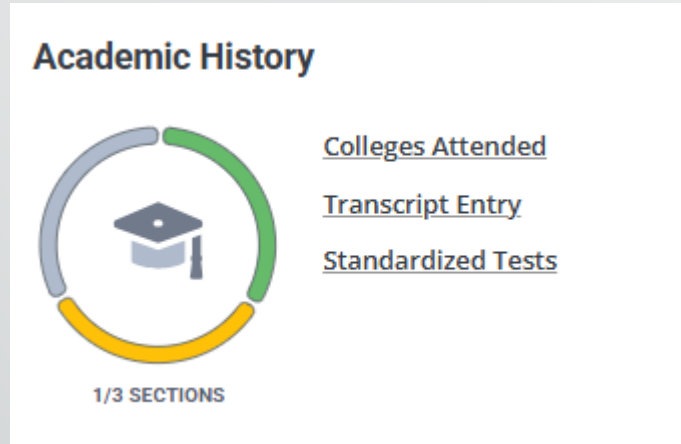
Repeat courses are only those retaken at the same institution. If you AP'd a course then took it at a college, it is not a repeat course (you first took it in high school). If you retook a course at another college/university, it is not a repeat course.

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.

Standardized Tests



Access this section from the home page or by clicking on the Academic History icon (mortarboard)

You can self-report your Standardized Test scores or report tests you plan to take in the **Standardized Tests** section

Add Standardized Tests

Test Type*

OAT

OAT

GRE

MCAT

PCAT

US DAT (Before Mar 1 2025)

US DAT (After Mar 1 2025)

Canadian DAT

Duolingo English Test

TOEFL (Before Jan 21, 2026)

TOEFL iBT (After Jan 21, 2026)

Click [HERE](#) for instructions on sending official OAT or GRE scores to OptomCAS

Recommendations

Recommendations (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. OptomCAS is not responsible for verifying recommenders' identities. If a discrepancy is found, OptomCAS reserves the right to contact the appropriate individuals to investigate and to share the discrepancy with all programs.

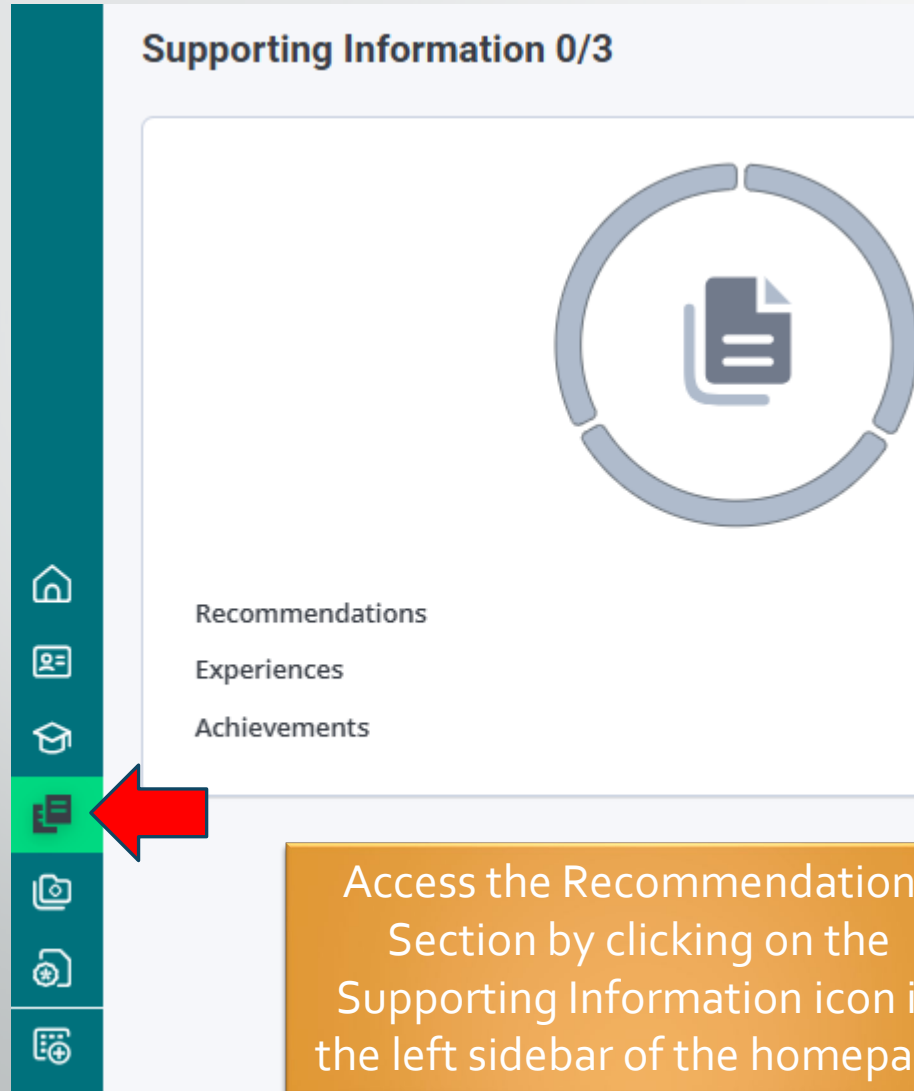
Before getting started, consider the following:

- **All letters of recommendation must be submitted electronically** by recommenders using Letters by Liaison, the Recommender Portal for OptomCAS.
- [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 (from support@optomcas.myliaison.com), 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, ask your programs if they will accept additional letters of recommendation sent directly from the letter writers on your behalf.

Recommendations



You will be requesting OptomCAS recommendations, as UGA does not offer committee letters.

Click [HERE](#) for instructions

To check the status of the recommendations, click on Recommendations in the STATUSES section on the home page

Access the Recommendations Section by clicking on the Supporting Information icon in the left sidebar of the homepage

REQUESTED - 0

ACCEPTED - 0

COMPLETED - 0

Submit a Recommendation Request

- In the **Recommendations** section, click the plus sign to add a recommendation or committee letter.
- Enter the recommender's full name and email address, if necessary.
- Select the date by which you would like this recommendation completed. This date should be before your program(s) deadline.
- Enter a brief message for the recommender.
- Select **Yes** to waive your rights of access to the recommendation.
- Click the sliders to indicate your permission for us (and schools) to contact your recommenders.
- Click **Save** 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 **Program Status Details** section to monitor the status of your recommendations. Completed recommendations are marked as "Complete" and have a Complete Date listed. Follow up with your recommenders if their recommendations are still marked as "Requested" or "Accepted." It is your responsibility to ensure that recommendation requests are received and completed on time. We will not notify applicants about missing recommendations.

Add Recommendation Request

OptomCAS

RECOMMENDER'S INFORMATION

First Name*

Last Name*

Email Address*

Requested Due Date*

Month

Day

Year

Personal Message to Your Recommender*

Message

500 characters remaining

0 words

RELEASES

I waive my rights of access to this recommendation.*

☒

Yes

☐

No

Experiences

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.

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 Tips

Click [HERE](#) for instructions

- Do not limit your experience entries. Let the admissions committee see the whole you.
- Include hobbies if done regularly
- Enter progressive leadership roles as separate experiences
 - Easiest when separated by time period.
- Separate volunteering and extracurricular meeting/planning hours with service organizations; likewise, separate optometric experience from Pre-Optometry Club extracurricular meetings
 - 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.
- Status – as a full-time student, it is unlikely any of your experiences will be full time; most experiences will be part-time (less than 30 hours per week); temporary means the experience was set up as short-term, like camp counselor; per diem means you met randomly rather than on a set schedule
- Type of Recognition – most of your experiences will be volunteer, unless you were compensated or received academic credits. Some experiences will have more than one checked (ex: CLA- volunteer, received academic credits, PLA-volunteer, compensated)

Writing the Experience Descriptions

- You have 700 characters to describe each experience
- Click [HERE](#) for a presentation on how to write these descriptions

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, OptomCAS recommends focusing on those achievements within the last 10 years and at the collegiate level and above. However, high school achievements of note should be included, such as national or state-level recognition, valedictorian, salutatorian, STAR student, etc.

The descriptions for achievements are typically what was required to achieve and not as much a push to include leadership practice.

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.

TIPS

■ HONORS

- For Dean's List and Presidential Scholar, enter the first time, then in the description mention the subsequent semesters earned. You can see these on your Athena transcript. Click [HERE](#) for requirements.
- Include membership in honor organizations such as office, department, school or college ambassador, Arch Society, Honors Program
- If graduated, your honor status

■ AWARDS

- Any scholarship received from high school on, including Zell and Hope
- Non-credit certificates of completion, such as the pre-health certificates offered at PPAO, or Career Center's Arch-Ready program.

Add Achievements

Type*

ACHIEVEMENT DETAILS

Name*

Name of Presenting Organization

Country*

State*

Issued Date

Month

Day

Year

Brief Description

600 characters remaining

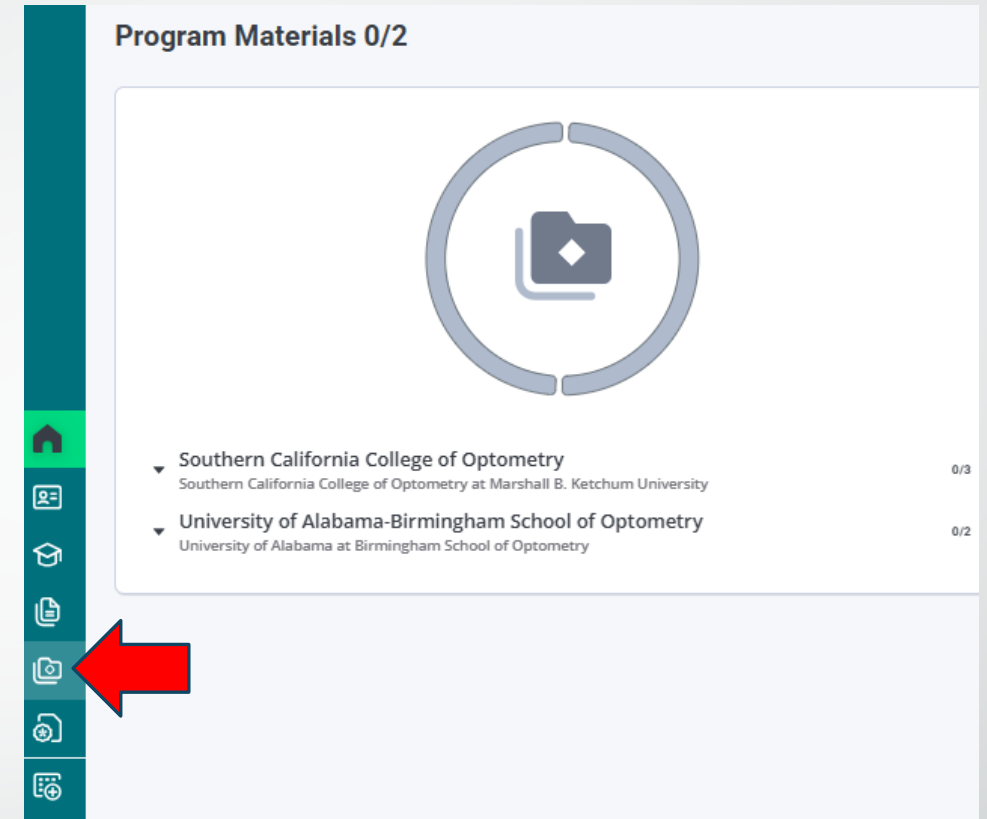
0 words

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.



Access this section from the home page, or by clicking on the Program Materials icon on the left sidebar

Program Materials

Details

- 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.

Program Questions

- The **Program Questions** section 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

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.
 - Click **Add Course**.
 - Click the plus sign next to the course(s) that you believe fulfills the prerequisite. You can match multiple courses to one prerequisite, if applicable. If you do not have a prerequisite course to add, click the **I'm not matching any courses to this prerequisite** checkbox.
 - Click **Save and Continue** to assign more courses or click **Save and Exit** if you are done assigning courses.

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



The Ohio State University College of Optometry

Deadline: 03/01/2022

Home

Questions

Documents

Prerequisites

Save

* Indicates required field

After you submit your OptomCAS application, it will be reviewed by all schools to which you have applied. Applicants to The Ohio State University College of Optometry will be invited via email to submit a brief supplemental application that will provide additional information for our Admissions Committee to consider. There are no essay questions on our supplemental application.

Feel free to contact our admissions office, by phone at 614-292-2647 or email (admissions@optometry.osu.edu), if you have questions about our supplemental application process or visit:

<https://optometry.osu.edu/welcome-future-students>

Essay Question

* 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 5000 characters.

0 word 0/5000

Optometry Admissions Test (OAT) Information

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

MM/DD/YYYY

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

0 word 0/100

If you took the DAT, GRE, MCAT, or the PCAT instead of the OAT, please contact the Office of Admissions at 614-247-6426.

Personal Statement (Essay Question)

- 4,500 characters including spaces. You will find the personal statement (often identified as an essay question) located under each program's questions tab.
- Prompt: "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, socially conscious, and knowledgeable about optometry.
- Write about your experiences and any qualities that will make you stand out.
- You are expected to develop **ONE** personal statement that you paste in each school's essay prompt. **DO NOT** modify for each school.
- Click [here](#) for the PPAO online Personal Statement Guide.

Personal Statement:

★ Please describe what inspires your decision for becoming an optometrist, including your aptitude and motivation, the basis for your interest, and your future career goals. (4500 characters)

0 word

0/4500

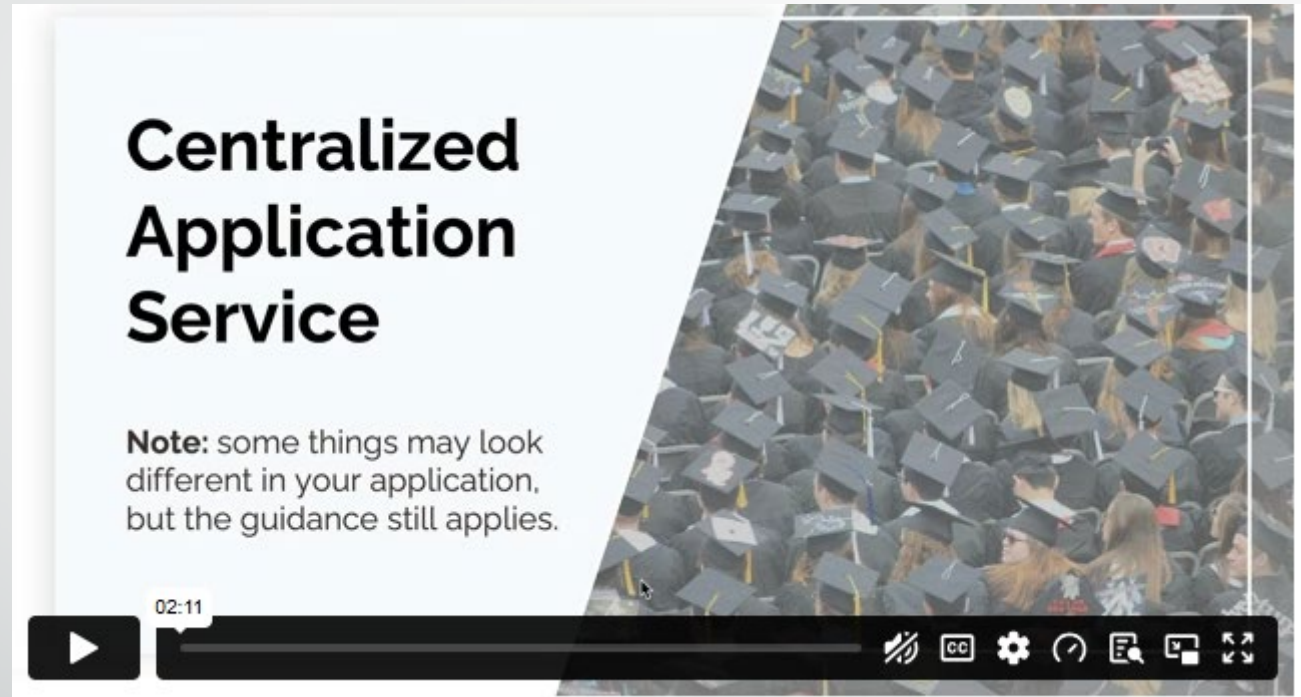
Submit Application

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), and you can add hours to "current" experiences. 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. Updating details are found [here](#).
- **You can submit your application before your transcripts and letters of recommendation are received.** Please note, however, that OptomCAS will not review your application until all 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 to guarantee your submission is accepted. Additionally, be aware that during the busiest times for the OptomCAS you may experience page loading delays, and these may occur outside of customer service's hours of operation. OptomCAS cannot grant deadline extensions if you miss your deadline; contact your programs directly for more information.

TIP: You can submit to just one school and finish the program materials for other schools while the application is being verified. Select the programs you want to submit to and the price will adjust.

Submit Application



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

Submit Application

Submitting Your Payment

- When you are ready to submit your application, click the **Submit Programs** link in the **What's Next** section of the application, or click the **My Programs** button in the top right corner of the dashboard. Select the programs you want to submit and click **Submit Applications**.
- Once you submit your application and payment, click **View Payment History** from the Applicant Menu to confirm payment 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 requested 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 details](#) 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 the **Notifications** icon on the left side of the application dashboard.

Application Status

- Applicants are responsible for monitoring the status of an application. Notifications are not generally sent for any missing items. Use the **CAS Status** section at the top of the application dashboard to track your application's overall progress.
- You can also view your status for each individual program. Click **My Programs** at the top right of the application and click a program name to view its status.

Click [HERE](#) for definitions of each status assignment:
In progress, received, complete, undelivered, verified

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 OptomCAS received 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.
 - **Expired:** This status only appears once the cycle closes. Letters of recommendation can no longer be submitted. Review the OptomCAS Cycle Dates page to learn the final dates when you can request letters of recommendation and your recommenders can complete letter of recommendation requests.
- **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, 2027. You can find your application status in the **CAS Status** section at the top of the application dashboard. Updates are available within the following timeframe:
 - December 15, 2026 and January 31, 2027
- 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 them 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 2023). 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.

Follow the steps on [this page](#) to complete the Academic Update process.

Viewing and Downloading the Full Application PDF

- You can download and view your application in PDF format:
- Click **My Programs** in the top-right area of the dashboard.
- Click the ⋮ icon to the right of the program name.
- Click **Program Status**, then click the PDF icon.
 - Note: this icon appears only after you complete the **Biographic** and **Contact Information** sections of the application.
- 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 US and English-Canadian 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 an 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.

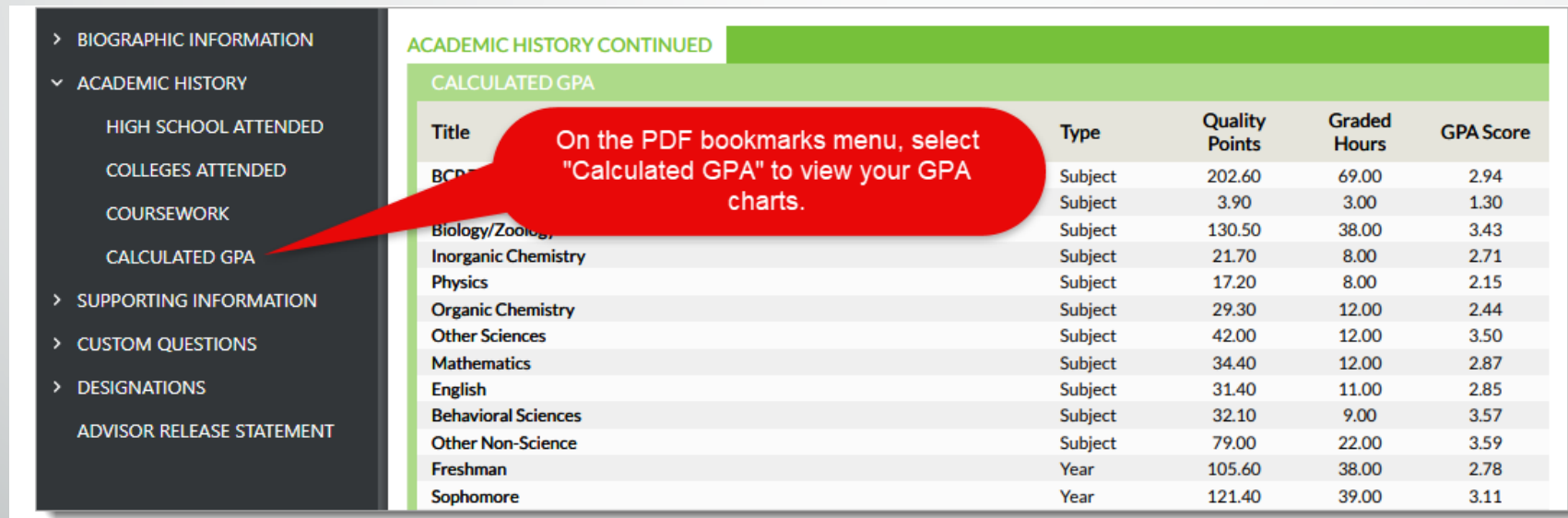
Timeline

- 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 can take up to 10 business days 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 **Applicant Menu** and select **Application PDFs**.
- 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.



On the PDF bookmarks menu, select "Calculated GPA" to view your GPA charts.

ACADEMIC HISTORY CONTINUED					
CALCULATED GPA					
Title	Type	Quality Points	Graded Hours	GPA Score	
BCP	Subject	202.60	69.00	2.94	
	Subject	3.90	3.00	1.30	
Biology/Zoology	Subject	130.50	38.00	3.43	
Inorganic Chemistry	Subject	21.70	8.00	2.71	
Physics	Subject	17.20	8.00	2.15	
Organic Chemistry	Subject	29.30	12.00	2.44	
Other Sciences	Subject	42.00	12.00	3.50	
Mathematics	Subject	34.40	12.00	2.87	
English	Subject	31.40	11.00	2.85	
Behavioral Sciences	Subject	32.10	9.00	3.57	
Other Non-Science	Subject	79.00	22.00	3.59	
Freshman	Year	105.60	38.00	2.78	
Sophomore	Year	121.40	39.00	3.11	

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

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

GOOD LUCK!

