

# OptomCAS

## APPLICATION WALKTHROUGH

**2024-2025**

*The 2024-2025 cycle will open on June 27, 2024 and will close on May 22, 2025*



**UNIVERSITY OF  
GEORGIA**

# The 2024-2025 OptomCAS application cycle opens **June 27, 2024**.



- [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 **2025** application launch, there may be some changes in the application not covered in this PPT as the OptomCAS [Applicant Help Center](#) does not update until the application opens.
  - This presentation does **NOT** cover all aspects of the application, so you must do your own research!
  - The OptomCAS [Applicant Help Center](#) offers an online chat session to answer your questions immediately as you are working on your application. I recommend you try there first before you contact them via phone.
- Please use the following information to contact OptomCAS Customer Support:
  - **Hours of Operation:** Monday through Friday (9 am to 5 pm Eastern Time)
  - **Phone Number:** 617-612-2888
  - **Email:** support@optomcas.myliaison.com. When contacting via email, please include your full name, CAS ID number and detailed question. Typical response is within 2-3 business days.
- OptomCAS verification process may take up to six weeks after your application, transcripts, and payment are received.

# When To Apply/Checklist

- The 2024-2025 OptomCAS application cycle is June 27, 2024 - May 22, 2025
- **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 that you wish to apply. View the [ASCO General and School-Specific Prerequisites](#).
  - Generated an [OATPIN](#)
  - Taken or scheduled the OAT
  - Asked your (4) evaluators to write letters of recommendation (typically, one optometrist, 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
  - Documented your shadowing hours with an optometrist
  - 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 June 27. 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.

**Welcome to OptomCAS**

**Welcomel**

OptomCAS is an enrollment management service of the Association of Schools and Colleges of Optometry (ASCO). All 24 schools and colleges of optometry participate in OptomCAS for the current application cycle. OptomCAS simplifies the optometry application process by allowing you to apply to multiple programs with only one application.

OptomCAS does not determine if you meet your optometry school or college requirements or if you are eligible for admission. Each school or college independently makes this decision.

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

**Sign In**

**Create an Account**

[Forgot your username or password?](#)

[Reapplying to OptomCAS?](#)

## Create an Account

The information below will be provided to the admissions offices at the programs to which you apply. Please provide complete and accurate information. Within the application you will be able to specify additional addresses and alternate name details.

All information is required unless noted as optional.

**Your Name**

Title optional

First or Given Name

Middle Name optional

Last or Family Name

Suffix optional

Display Name optional

**Contact Information**

Email Address

Confirm Email Address

Preferred Phone Number

Alternate Phone Number optional

**Username and Password**

Your username must be at least 6 characters. Your password must be a minimum of 8 characters and contain at least one letter and one number or special character.

Username

Password  **Strong**

Confirm Password

Security Question

Security Answer

**Terms and Conditions**

Terms of Use

These Terms of Use constitute an agreement ("Agreement") between you and Liaison International, Inc. (the "Company"), the owner of the website located at [www.liaison-intl.com](http://www.liaison-intl.com) (the "Site"). Your use of the Site and/or the services provided on the Site (the "Services") constitutes your agreement, without limitation or qualification, to be bound by and to comply with the Terms of Use.

I agree to these terms



# Account Basics

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

# New Account Instructions

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

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

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

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

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



# Starting Your OptomCAS Application



\*\*\*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.

**Welcome Back**

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

**Confirm Your Profile Information**

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

**Decide if You Want to Copy Application Data**

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

**Choose Your Programs**

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

**Review Application Sections**

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

Ready To Begin?  
**Start Reapplication**

**OptomCAS** ? 1 Sign Out

**2**

Your Profile **Copy Application Data** Reviewing Your Application

## Decide if You Want to Copy Application Data

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

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

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

**Start a Fresh Application** **Copy Application Data**

# Reapplying To OptomCAS

## If You Choose to Copy Application Data

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

**Select Application Data to Copy**

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

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

Personal Information

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

Academic Information

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

Supporting Information

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

**Save and Continue**

**Professional Transcript Entry (PTE)**  
Note that if you paid for PTE in a previous cycle, your PTE coursework only carries forward if you submitted your application and approved the PTE coursework entry in the previous cycle. See [Professional Transcript Entry \(PTE\)](#) for more information.

# Reapplying To OptomCAS

## Downloading Last Cycle's Application

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

## Updating Coursework

- If you completed additional coursework since the last cycle:
- 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 deleted unverified courses, including those listed as planned/in-progress.
- Request updated transcripts for new coursework or new awarded degrees (this include degrees that were listed as "expected" last cycle and have now been updated to "awarded"). These transcripts are required and should be requested after you finish updating your coursework.

## 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.

The screenshot shows the 'Reviewing Your Application' page. At the top, a progress bar indicates three steps: 'Your Profile', 'Copy Application Data', and 'Reviewing Your Application', all marked with green checkmarks. The main heading is 'View Previous Application PDFs'. Below this, there is explanatory text about downloading PDFs and a 'Continue' button. A 'View Order' section is also visible, showing a table of programs with 'Download PDF' icons. A green arrow points to one of these icons with the text 'Click on the icon to download a copy of that program's PDF'. A 'Continue' button is located at the bottom right of the page.

Reviewing Your Application Settings

## View Previous Application PDFs

Application PDFs are available for download within the application. From the application header go to the Payment History page to download PDFs. If you submitted a previous application and want to review details, downloading a PDF will allow you to see what you previously entered. If you did not complete the application process, you will be able to download PDFs for your new application as you submit your new application.

Ready to begin? Select **Continue** to begin your new application. To get started, you will first select the programs to which you want to apply.

### View Order

Payment Date: Friday, 1 January 2015 10:00 AM  
Order #: 1234567890A [Back to Payment History](#)

PROGRAM NAME	SUBMISSION STATUS	STATUS	ACTION
UNIVERSITY HEALTH STUDIES 1		Payment Status: Approved	
UNIVERSITY HEALTH STUDIES 2		Payment Status: Approved	
UNIVERSITY HEALTH STUDIES 3		Payment Status: Approved	
UNIVERSITY HEALTH STUDIES 4		Payment Status: Approved	
UNIVERSITY HEALTH STUDIES 5		Payment Status: Approved	
UNIVERSITY HEALTH STUDIES 6		Payment Status: Approved	

[Continue](#)



# 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 **Add Program** at the top of the application home page.
- Use the filters to locate the programs you are interested in applying to.
- Click the plus sign next to a program to add it to your program list. You must select at least one program to continue completing the application. If you want to remove a program and only have one selected, you need to add the second program before you can remove the first one.
- Continue adding programs as desired.
- Begin filling out the application. Before submitting, be sure to review your program list to make sure you are applying to all your intended programs.

Note that by submitting your application, you are committing to applying to your selected programs. You cannot substitute or remove submitted programs after submissions. OptomCAS does not offer refunds for selections made in error and does not transfer payments to another program.

Add	Program Name	Degree	Start Term	Start Year	City	State	Deadline ②
ILLINOIS COLLEGE OF OPTOMETRY							
+	Illinois College of Optometry	OD	Fall	2022	Chicago	IL	05/01/2022
INDIANA UNIVERSITY SCHOOL OPTOMETRY							
+	Indiana University School Optometry	OD	Fall	2022	Bloomington	IN	01/31/2022
MCPHS UNIVERSITY SCHOOL OF OPTOMETRY							
+	MCPHS University School of Optometry	OD	Fall	2022	Worcester	MA	05/01/2022
MICHIGAN COLLEGE OF OPTOMETRY AT FERRIS STATE UNIVERSITY							
+	Michigan College of Optometry at Ferris State University	OD	Fall	2022	Big Rapids	MI	02/01/2022



# Deleting OptomCAS Programs

You can remove a program(s) at any time prior to submitting the application; however, any information entered in the **Program Materials** section will be lost and cannot be retrieved or transferred. Information in the **Personal Information, Academic History, and Supporting Information** sections will be retained for any programs to which you choose to submit.

Once you submit your applications, you cannot remove any programs. To withdraw yourself from consideration for admission to a program, contact the program directly. Note, however, that OptomCAS does not offer applicant refunds for any reason.

**Note that your application must always have at least one program selected. If you want to change or remove a program prior to submission, be sure to select a new program first.**

## ■ From the Add Program Page

- Click **Add Program** at the top of the page.
- Click the checkmark next to the program name.
- Click **Delete** to confirm.

## ■ From the Submit Application Page

- Click **Submit Application** at the top of the page.
- Click the trash can icon next to the program you want to remove.
- Click **Yes, Delete this Program**.

# Program Selection

## OptomCAS Application Fees

- 1 school: \$187
- Each additional school: \$80
- Average applicant applies to 7-10 schools
- 10 schools: \$907 (Under the Submit Application tab 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 your application becomes complete (application submitted and all official transcripts received) it can take 4 – 6 business weeks for your application to be verified.

# Personal Information Section

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

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

The screenshot displays the 'My Application' dashboard. At the top, there are links for 'Add Program' and 'Submit Application'. The main heading is 'My Application', with a sub-heading: '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.' Below this is a 'Latest Notifications' section with two items: 'Your OptomCAS application is ready for your review' and 'We're transferring your OptomCAS information', both dated 'today'. A 'View My Notifications' button is at the bottom of this section. On the right, the 'Personal Information' section is highlighted, showing a progress indicator '0/6 Sections Completed' and a list of sections: 'Release Statement', 'Biographic Information', 'Contact Information', 'Citizenship Information', 'Race & Ethnicity', and 'Other Information'.

# OptomCAS Release Statement

## Overview

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

## Criminal History Statement

- Select the checkbox to indicate you understand that OptomCAS programs may collect criminal background history information.

## ASCO Standards

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

## OptomCAS Applicant Responsibilities

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

## OptomCAS Code of Conduct

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

## Advisor Release

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

# Biographic Information

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

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

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

**Sex:** Indicate your sex assigned at birth, as it appears on your original birth certificate.

**Gender Identity:** If your gender identity differs from your legal sex, use this section to indicate your gender.

**Pronouns:** Indicate any pronouns you wish to be referred to by (i.e., they, them, theirs).

## Birth Information

- Enter your date of birth in MM/DD/YYYY format. For example, January 7, 2001, would be listed as 01/07/2001. Make sure you enter your date of birth correctly; failure to do so could cause significant delays with matching documentation and test scores.
- Then, enter your country, city, state/territory/province, and county of birth. If you are unsure of your county of birth, select **N/A**.
- Note: to ensure applicants are entering consistent data for some questions, this application uses pre-populated answer options that are maintained by the [International Organization for Standardization \(ISO\)](#). For example, country answer options are derived from [ISO 3166](#), which is the international standard for country codes and codes for their subdivisions.

The screenshot shows a web application interface for "Biographic Information". On the left is a navigation sidebar with a "Sections Completed" indicator showing 9/12 sections done. The main content area has a header with a user icon and the title "Biographic Information". Below the header is a confirmation message: "Enter biographic information in this section. Some fields pull in the information you entered when you created your account. Confirm that what appears here is correct; click the My Profile link to make changes. Visit the Applicant Help Center for more information. You can edit this section after you submit your application." A "Save and Continue" button is at the bottom.

**Your Name**

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

First or Given Name:

Middle Name:

Last or Family Name:

Suffix (Jr., Sr., III, etc.):

**Alternate Name**

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

Yes  No

**Sex**

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

Male  Female  Decline to State

**Gender Identity**

How do you describe your current gender identity?

**Pronouns**

If you would like, please share your pronouns to which you wish to be referred (i.e. they/them/their).

**Birth Information**

Date of Birth:

Country:

City:

State/Province:

County:



# Contact Information

## Current Address

- Enter the address where you want to receive mail correspondence. Be sure to keep this section up-to-date as you complete and submit your application. If you anticipate a change of address, enter the date through which your current address is valid.
- Note: to ensure applicants are entering consistent data for some questions, this application uses pre-populated answer options that are maintained by the [International Organization for Standardization \(ISO\)](#). For example, country answer options are derived from [ISO 3166](#), which is the international standard for country codes and codes for their subdivisions.
- If you don't have a mailing address, you can list the address of a relative or friend, with their permission. If you find more permanent housing in the future, please update it in your application and with the programs you applied to. If you do not have a ZIP or postal code, enter 00000.

## Permanent Address

- If your current address is different from your permanent address, select **No** under **Is this your permanent address?** Then, enter the address that you consider to be your permanent and/or legal residence.
- Note: to ensure applicants are entering consistent data for some questions, this application uses pre-populated answer options that are maintained by the [International Organization for Standardization \(ISO\)](#). For example, country answer options are derived from [ISO 3166](#), which is the international standard for country codes and codes for their subdivisions.
- If you do not have a ZIP or postal code, enter 00000.

## Phone

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

## Email

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

**Contact Information**

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

You can edit this section after you submit your application.

**Current Address**

- Country / Territory:
- Street Address 1:
- Street Address 2:
- City:
- State/Province:
- County:
- Zip/Postal Code:

Approximate Date through which current address is valid:

Is this your permanent address?  
 Yes  No

**What is your permanent address?**

- Country / Territory:
- Street Address 1:
- Street Address 2:
- City:
- State/Province:
- County:
- Zip/Postal Code:

**Phone**

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

- Preferred Phone Number:
- Alternate Phone Number:

**Email**

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

- Email:



# Citizenship Information

## United States Citizenship Details

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

## Residency Information

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

The screenshot displays the OptomCAS application interface. At the top, the logo "OptomCAS" is visible. Below it, a navigation bar shows "My Application". The main heading is "Citizenship Information". A progress indicator shows "Sections Completed" with a checkmark and the number "0/5". A sidebar on the left lists application sections: "Release Statement", "Biographic Information", "Contact Information", "Citizenship Information" (highlighted), "Race & Ethnicity", and "Other Information". The main content area contains instructions: "Enter your citizenship information in this section. Visit the [Applicant Help Center](#) for more information. Once you submit your application, you can only update visa information, if applicable." The "United States Citizenship Details" section includes dropdowns for "U.S. Citizenship Status" (with "Select Citizenship" as the current selection), "Country of Citizenship" (with "Select Country of Citizenship" as the current selection), and a radio button question "Do you have dual citizenship?" with "Yes" and "No" options. The "Residency Information" section includes dropdowns for "Legal State of Residence" (with "Select State/Province" as the current selection), "Legal County of Residence" (with "Select County" as the current selection), "How long have you been a resident of your state?" (with "Select Residency Duration" as the current selection), and "How long have you lived in the U.S.?" (with "Select Duration" as the current selection). The "Visa Information" section includes a radio button question "Do you have a U.S. Visa?" with "Yes" and "No" options, where "No" is selected. At the bottom, there is a "Save and Continue" button.

# Citizenship Information

## Visa Information

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

The screenshot shows a form titled "Visa Information". At the top, it asks "Do you have a U.S. Visa?" with radio buttons for "Yes" (selected) and "No". Below this are several input fields:

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

# Race & Ethnicity

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

## Ethnicity

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

## Race

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

The screenshot shows the 'Race & Ethnicity' section of the OptomCAS application. The page header includes the OptomCAS logo and 'My Application'. A progress indicator shows 'Sections Completed' with a checkmark. The left sidebar lists application sections: Release Statement, Biographic Information, Contact Information, Citizenship Information, Race & Ethnicity (highlighted), and Other Information. The main content area is titled 'Race & Ethnicity' and contains the following text: '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. Visit the [Applicant Help Center](#) for more information. Once you submit your application, you cannot edit this section.' Below this is a dropdown menu for 'Do you consider yourself to be of Hispanic/Latino origin?'. The 'Race' section asks to 'Please select one or more of the following groups in which you consider yourself to be a member.' and lists five options with checkboxes: American Indian or Alaska Native, Asian, Black or African-American, Native Hawaiian or Other Pacific Islander, and White. A blue 'Save and Continue' button is at the bottom.

OptomCAS

My Application

## 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. Visit the [Applicant Help Center](#) 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 member.

American Indian or Alaska Native

Asian

Black or African-American

Native Hawaiian or Other Pacific Islander

White

# Other Information

## Military Status

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

## Academic Infraction

- Indicate whether you have ever been disciplined or placed on academic probation while attending an academic institution. If you select **Yes**, enter a brief explanation in the field provided. Include:
  - A brief description of the incident
  - Specific charge made
  - Related dates
  - Consequence
  - A reflection on the incident and how the incident has impacted your life.

## License Infraction

- Indicate whether you have ever had any certification, registration, license, or clinical privileges revoked, suspended, or in any way restricted by an institution, state, or locality. If yes, enter an explanation in the spaces provided.
- Note that once you submit your application, you can update License Infractions only if you submitted your application with an answer of **No**.

## Medical School History

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

The screenshot shows a web application interface for 'Other Information'. On the left is a vertical navigation menu with a progress indicator showing '0/6 Sections Completed'. The menu items are: Release Statement, Biographic Information, Contact Information, Citizenship Information, Race & Ethnicity, and Other Information (which is highlighted). The main content area is titled 'Other Information' and contains several sections with questions and radio button options:

- Military Status:** 'Indicate your anticipated United States Military status at the time you enroll:' with a dropdown menu labeled 'Select Military Status'.
- Academic Infraction:** 'Have you ever been disciplined by any college, university, or professional school for: (1) unacceptable academic performance, probation, suspension, dismissal, etc.) or (2) conduct violations?' with 'Yes' and 'No' radio buttons.
- License Infraction:** 'Have you ever had any certification, registration, license or clinical privileges revoked, suspended or in any way restricted by an institution, state, or locality?' with 'Yes' and 'No' radio buttons.
- Medical School History:** 'Have you ever matriculated in or attended any medical school or health profession as a candidate for a professional degree?' with 'Yes' and 'No' radio buttons.
- Previous Enrollment in an Optometry Program:** 'Have you ever matriculated in or attended any optometry school/college or another health profession program as a candidate for a professional degree?' with 'Yes' and 'No' radio buttons.

# Other Information

## Previous Enrollment in an Optometry Program

- Indicate whether you previously matriculated into or attended any optometry school, college, or other health profession program as a candidate for a professional degree. If you select Yes, enter details about the program.

## Period of Non-Enrollment and Unemployment

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

## Summer Health Professions Education Program

- Indicate whether you participated in the Summer Health Professions Education Program (SHPEP).

## Additional Information

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

## OAT PIN

- Enter your Optometry Admission Test (OAT) PIN.

**Previous Enrollment in an Optometry Program**

Have you ever matriculated in or attended any optometry school/college or another health profession program as a candidate for a professional degree?

Yes  No

---

**Periods Of Non-Enrollment And Unemployment**

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

Yes  No

---

**Summer Health Professions Education Program**

Please indicate whether you participated in the Summer Health Professions Education Program (SHPEP). SHPEP is a national initiative providing undergraduate students academic enrichment and exposure to various health professions. Funded by the Robert Wood Johnson Foundation, SHPEP typically combines classroom instruction, clinical experiences, and career development activities to allow participants gain knowledge and skills essential to various health professions.

Yes  No  Decline to State

---

**Additional Information**

First Generation College Student (please select the statement that best describes you):

In what year did you graduate high school?

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

Will you have a bachelor's degree or higher prior to enrollment?

Yes  No

---

**OAT PIN**

What is your OAT PIN?



# OptomCAS Academic History

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



- OptomCAS will **NOT** process any document that is received **prior to the cycle opening date (June 27, 2024)**.
- Official transcripts received earlier than this **date will be discarded**.



# 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
  - summer courses
  - community college courses
  - US military academies (note that this does not include courses on SMART or JST transcripts)
  - post-baccalaureate, graduate, and doctoral work
  - study abroad, Canadian, and foreign work, etc.
- **List all institutions on your application** even if the coursework completed there was transferred to another institution.
- **Report each institution only once**, regardless of the number of degrees earned or gaps in the dates of attendance.
- **Send official transcripts** for each institution.

# Adding a College or University

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

# Sending Transcripts

- For each college or university entered, click **Order** and select if you are ordering electronic transcripts (recommended) or submitting a transcript via mail. See [Sending Official Transcripts to OptomCAS](#) for more information.
- Note that if you attended a foreign college or university – and depending on your program's requirements – you may be required to send a foreign evaluation. See [Sending Official Transcripts to OptomCAS](#) for more information.

## Requirements

- Enter all coursework you completed at all US and English Canadian colleges or universities attended. See **Foreign and French-Canadian Transcripts** and **Study Abroad or Overseas US Transcripts** for guidelines on foreign coursework. Note the following:
  - Reporting coursework accurately is your responsibility. 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.
  - Complete the **Colleges Attended** section before entering your courses.
  - Report all courses on your transcripts, not just prerequisites. 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. Coursework must exactly match your official transcripts; don't use an unofficial version, like a printout from your school's website. 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. Don't list courses under the school in which the credits were transferred. You may need to go back to your Colleges Attended and add a school to enter the transfer credits for.
- Note that if you don't want to enter all your coursework yourself, OptomCAS specialists can enter it for you for an additional fee. See the [Professional Transcript Entry Service \(PTE\)](#) topic for more information.

[CLICK HERE FOR VIDEO ON TRANSCRIPT ENTRY](#)

# Sending Transcripts

## How to Send US or English-Canadian Transcripts

- Enter your colleges or universities in the **Colleges Attended** section before requesting any transcripts.
- Click **Order** under each school listed.
- Select if you are ordering an electronic transcript (recommended) or submitting a transcript via mail. You only need to submit one transcript from each school regardless of the number of programs you're applying to.
  - Some schools are part of a college district (e.g., Maricopa County Community College District, San Diego Community College, San Mateo Community College District, etc.). If you attended more than one college in a college district, you only need to order one transcript for all colleges (e.g., the San Mateo Community College District transcript includes all coursework from Cañada College, College of San Mateo, and Skyline College).
- If ordering an electronic transcript, select the electronic transcript vendor and follow the prompts. Review **Sending Transcripts Electronically** below for more guidance.
- If submitting a transcript via mail, click **Download Transcript ID Form** and print the form. Review **Sending Transcripts by Mail** below for more guidance.
- Click **I Ordered My Transcript** once you either requested an electronic transcript or downloaded the Transcript ID form. Or, click **I Will Do This Later** to return to **Colleges Attended**.
- Follow up with your school(s) to ensure that your transcripts were mailed, and obtain the date they sent them. Be aware that processing times vary by school and may take longer towards the end of a semester. Some schools may not send your transcript until the semester is over.
- Monitor the **Check Status** page to ensure your transcript is received. On average, it takes up to seven business days for your transcript to post to your application from the date we receive it. If your transcript is not posted after this timeframe, contact customer service.



# Sending Transcripts

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

- Contact the registrar at each institution you attended and request one transcript be sent to OptomCAS.
- Provide the registrar with the following items:
  - OptomCAS Transcript ID Form (download from the application). Ask the registrar to attach it to your official transcripts. This form is not required, but strongly recommended as it helps ensure your official transcripts are properly matched to your application. If you cannot use this form, make sure the registrar prints "OptomCAS" and your full OptomCAS ID number on the transcript before mailing it.
  - Any school-specific forms required by the registrar.
  - Any transcript fees required by the registrar.
  - All information needed by the registrar to properly identify you in the school's database.
  - Any name changes.
  - Your OptomCAS ID number.
- Your registrar should mail your paper transcripts to the following address:
- OptomCAS Transcript Processing Center  
PO Box 9119  
Watertown, MA 02471
- OptomCAS is not responsible for any materials lost in the mail or delays caused by the Registrar's Office. Express or certified mail does not guarantee faster processing or receipt.

# Sending Transcripts

## Sending Transcripts Electronically

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

**FOR MORE TRANSCRIPT INFORMATION CLICK [HERE](#).**

**FOREIGN AND FRENCH-CANADIAN TRANSCRIPTS CLICK [HERE](#)**

**STUDY ABROAD OR OVERSEAS US TRANSCRIPTS CLICK [HERE](#)**



# Ordering Electronic Transcripts

My Application

### 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.

1/1 Sections Completed

Colleges Attended

Transcript Entry

Standardized Tests

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

UNIVERSITY OF GEORGIA

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

Yes  No

**Degree Info**

Degree Awarded  Degree In Progress

**What type of degree are you planning to earn?** Bachelor of Engineering

**When will you earn that degree?** May 2022

**What is your major?** Engineering

**What is your minor?** Advertising

Check if you were a double major

+ Add another Degree

**What type of term system does this college or university use?**

Quarter  Semester  Trimester

**Are you still attending this college or university?**

Yes  No

**When did you attend this college or university?**  
Select the first and last terms you attended this institution, regardless of gaps in attendance.

**First Semester**

Fall August 2018

[Save](#)

You will need to order a transcript for each college or university entered into your application. For UGA, you will select Parchment, copy UGA's transcript ID number, and select "I Will Do This Later." Login to your My UGA account and continue with instructions on next slide.

[Add a College or University](#)

### Colleges and Universities Attended

UNIVERSITY OF GEORGIA

August 2018 - Still Attending | Semester System | Bachelor of Engineering Degree Earned: May 2022

**Required Transcript Types**

Official transcript  Not Yet Received [Order](#)

**Transcripts Are Required**

You can submit your application before transcripts are received. However, you must submit all required documents in order to complete your application.

This application requires specific transcript types from your colleges and universities attended.

### Order Your Official Transcript

University Of Georgia

Select how you want to order your official transcript.

[Option 1: Order an Electronic Transcript](#) [Option 2: Order a Mailed Paper Transcript](#)

First, confirm with your school that they participate in one of the following e-transcript services. Then select their preferred service to order your transcript. If you cannot find your school in these services, please use Option 2 to order a paper transcript.

National Student Clearinghouse

**parchment**

**Step 1:** Search for University Of Georgia to see if your school participates.

**Step 2:** Select OptomCas - Association of Schools and Colleges of Optometry (ASCO) as the recipient.

**Step 3:** Include the University Of Georgia transcript ID number, which is unique to this institution only: **3456466356-1898-558-X Copy**

If you do not include a specific ID, your transcript may experience processing delays.

[Visit Parchment Now](#)

[I Will Do This Later](#) [I've Ordered My Transcript](#)

# UGA Transcript Process

**Instant Access**

- [ATHENA](#)
- [UGA MAIL](#)
- [DegreeWorks](#)
- [lynda.com](#)
- [ATHENA STUDENT ACCOUNT](#)
- [Order parchment Transcripts](#)
- [eLearning Commons](#)
- [Parking Services](#)
- [handshake](#)
- [Employee Services](#)
- [PURCHASE MEAL PLAN Food Services](#)
- [Libraries](#)
- [Academic Resource Center](#)
- [UGA Career Outcomes](#)

**Athena Student Record**

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

**Athena Financial Aid**

- [View My 2015-2016 Financial Aid Award](#)  
Fall 2015, Spring 2016, Summer 2016
- [Check My 2015-2016 Financial Aid Requirements](#)  
Fall 2015, Spring 2016, Summer 2016

**University Master Calendar**

Once you click on the Parchment icon it will direct you to a search page. Type in **optomcas** in the search bar. Select the correct option and follow the instructions.

**UNIVERSITY OF GEORGIA**  
Office of the Registrar

1. Login or Register | **2. Select Documents** | 3. Order Details | 4. Provide Consent | 5. Billing Info | 6. Review Order

Where would you like your document(s) sent?

**Covid-19 Message:**

Electronic transcripts, paper transcripts, in-network transcripts, and replacement diplomas are being processed, but please understand that there may be a delay in processing paper transcripts and replacement diplomas.

To send your transcript to another institution's admissions office or professional organization, use the recipient search box below. **Do not use this search box to send a transcript to yourself.** Recipient institutions set up their own in-network accounts in the recipient search box. If you cannot locate an institution or you are provided a specific email address for a department or individual, request your transcript using the blue hyper link below.

To send your transcript to yourself, another individual, or organization via email or post, please click the blue hyperlink under the search bar.

Before placing your request, please verify the delivery method and address with the intended recipient. FERPA regulations prohibit UGA from altering the recipient on an existing order, even if the requester placed the order in error. Once an order has been placed, it cannot be cancelled.

Institution Name, Acronym, Location, or Email  **SEARCH**

[To Yourself, Another Individual, or Third Party](#)

Parchment Ordering Service v2.9  
Copyright © 2008-2021 Parchment Inc. All Rights Reserved.  
[Privacy Policy](#) [Refund Policy](#)  
08/26/2021

Once you are logged into the **My UGA Portal** you will select Order Transcripts (Parchment). Select transcript.

**UNIVERSITY OF GEORGIA**  
Office of the Registrar

1. Login or Register | **2. Select Documents** | 3. Order Details | 4. Provide Consent | 5. Billing Info | 6. Review Order

Select Document

- Diploma**  
Order an official copy of your diploma to be sent to a destination of your choice.
- Transcript**  
Order an official copy of your undergraduate or graduate transcript to be sent to a destination of your choice. eTranscript (electronic emailed transcript) and printed transcript (mailed or pickup) options are available.

Parchment Ordering Service v2.9  
Copyright © 2008-2021 Parchment Inc. All Rights Reserved.  
[Privacy Policy](#) [Refund Policy](#)  
08/26/2021

Remember **DO NOT** send your transcripts before the application opens.

Where would you like your document(s) sent?

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

optomcas  **SEARCH**

100 Matches Found:

INSTITUTION	LOCATION
OptomCAS - Association of Schools and Colleges of Optometry (ASCO)	Watertown, MA, US

**SELECT**

# Transcript Process

- Read the directions carefully and double check that the destination is correct.
- Under **Order Options** you will choose “**Apply for graduate admission,**” under **Purpose for Request.**
- Click Continue. Here is where you will paste the transcript ID number that you copied before:

Additional Information Needed

OptomCAS - Association of Schools and Colleges of Optometry (ASCO) requires additional information to accept your eTranscript

Transcript Request Form Barcode \*

Confirm

- Follow payment instructions from there.

**UNIVERSITY OF GEORGIA**  
Office of the Registrar

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

**Product Description**

Order an electronic copy of your official transcript. In most cases, electronic transcripts are delivered within a (business) day of placing your order. However, orders with holds are generally processed within 3 - 5 business days.

Once the delivery message has been sent, recipients have 21 days to download an eTranscript. After 21 days, the link provided in the delivery email will expire and cannot be reset.

- A forwarded eTranscript is not official. Official transcripts must be sent directly to the final recipient.
- All charges are nonrefundable.
- Transcripts will not be processed for those with flags on their account for financial obligations to the University.
- If you need assistance or have questions, please contact 706-542-4040 or email us at [reghelp@uga.edu](mailto:reghelp@uga.edu). Business hours are 8:00 a.m. to 5:00 p.m., Eastern Time, Monday through Friday. Please include your document/order number with inquiries, if applicable.
- If your transcript request requires an attachment, please make sure to attach it electronically in your request at the time of ordering. No refunds will be issued for orders where a necessary attachment is not included at the time of ordering.
- LSAC, AMCAS, and other transcript processing center requests will include a pop-up window with a field where you may enter your application ID number. No attachment is required.

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

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

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

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

Continue

**Order Options**

Delivery Mode: **Electronic**

Purpose for Request: --

Attachment (Optional): [Browse...](#) No file selected.

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

Total \$8.00

[Add Another Item](#) [Continue](#)

Parchment Ordering Service v2.9  
Copyright © 2008-2021 Parchment Inc. All Rights Reserved.  
[Privacy Policy](#), [Refund Policy](#)  
02/28/2021 PDT

# 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 **CHECK STATUS** tab 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.

Overall Status

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

# 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.



# Transcript Entry

Transcript Entry

Please save your work before leaving this page!

## BALL STATE UNIVERSITY Transcript

Fall September 2012 - Still Attending Semester System

1/4 Sections Completed

High Schools Attended

Colleges Attended

Transcript Entry

CPA Entries

Continuing Education Courses

Standardized Tests

Need help with Transcript Entry? Watch this video.

Fall 2012 Freshman

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

Add A Course

Summer 1 2016 Senior In Progress/Planned

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	GAS GRADE
SOC 341	Health Illness	Sociology	3	00	

Add A Course Save All Cancel

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

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

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

# Professional Transcript Entry

- This is an optional service and costs \$80 for up to 3 transcripts, \$110 for 4-6 transcripts and \$150 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.

The screenshot shows a web application interface for 'Transcript Entry'. On the left is a vertical navigation menu with a progress indicator at the top showing '1/3 Sections Completed' with a graduation cap icon. The menu items are 'Colleges Attended' (checked), 'Transcript Entry' (active), and 'Standardized Tests'. A video link 'Need help with Transcript Entry? Watch this video.' is also present. The main content area is titled 'Professional Transcript Entry' and contains the following sections:

- What is this?**
  - Save time completing your application by having us enter coursework on your behalf.
- How long does it take?**
  - Professional Transcript Entry will begin as soon as you submit your application and we receive all of your official transcripts. After you submit your application and we receive all of your official transcripts, please allow up to ten business days for us to complete your order.
- Why should I use it?**
  - Entering coursework from multiple institutions can be a time-consuming and error-prone task.
  - Professional Transcript Entry frees you to focus on more strategic tasks, like writing your essay or gathering letters of recommendation.
  - Professional Transcript Entry also improves the accuracy of coursework entry, so you can avoid any processing delays.
  - And don't worry, you'll be able to approve all entries before they're finalized.
- How much does it cost?**
  - It's just \$69 for up to 3 transcripts, \$95 for 4-6 transcripts, or \$145 for 7 or more transcripts.
- How can I learn more?**
  - [Click here](#) for more information on the process, including steps you'll need to take.

At the bottom, there is a question: 'Would you like to use Professional Transcript Entry?' with two radio button options: 'Yes, I'd like to have my transcripts entered' (selected) and 'No thanks, I'll handle it myself'. A 'Continue' button is located below the options.

# Coursework Entry

## Enter a Term

- Click **Start** to begin entering courses for a college or university.
- Add a semester, quarter, or trimester depending on the term system you selected in the **Colleges Attended** section.
- Select a term. Select a year. Options are based on the time spans you selected in the **Colleges Attended** section.
- Select an academic status. Academic status refers to your status during the term you are inputting, not your current status. Refer to the list of Academic Status definitions 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.

The screenshot shows the 'Transcript Entry' interface for the University of Georgia. At the top, it says 'UNIVERSITY OF GEORGIA Transcript' and 'Fall August 2018 - Still Attending'. On the left, there is a sidebar with a graduation cap icon and 'Sections Completed 1/3'. Below that are buttons for 'Colleges Attended' (checked), 'Transcript Entry', and 'Standardized Tests'. A help video link is also present. The main form has a header with 'Indicates required field' and four dropdown menus: TERM, YEAR, ACADEMIC STATUS, and COMPLETION STATUS. Below is a table with columns: COURSE CODE, COURSE TITLE, SUBJECT, CREDITS, GRADE, and CAS GRADE. The first row has 'I' in the COURSE CODE field and '00' in the GRADE field. Below the table are buttons for 'Add A Course' and 'Add A Semester', and 'Cancel' and 'Save' buttons at the bottom right.

* COURSE CODE	* COURSE TITLE	* SUBJECT	* CREDITS	* GRADE	CAS GRADE
I		Select Subject		00	
e.g., BIOL 101	e.g., Introduction to Biology		e.g., 3.00		e.g., SS or B

# Coursework Entry

## Academic Status Definitions

- **Freshman-Senior:** Applies to all college- or university-level courses taken prior to your first bachelor's degree. In general, four-year students should list one year per designation and five-year students should list their last two years as senior. Non-traditional students should label their terms as evenly as possible in chronological order.
  - Dual enrollment courses (college courses taken during high school) are considered Freshman and should be listed under the college where you took them. Do **not** report these courses again as transfer credits at your undergraduate institution.
  - AP, IB, 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.

# Coursework Entry

## 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.
- 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.



# Coursework Entry

## Enter Courses for an In-Progress or Planned Term

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

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

# Coursework Entry

## Enter Narrative Transcripts

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

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

## Course Credits

### ■ Semester, Trimester, and Quarter Credits

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

### ■ Unit Credits

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

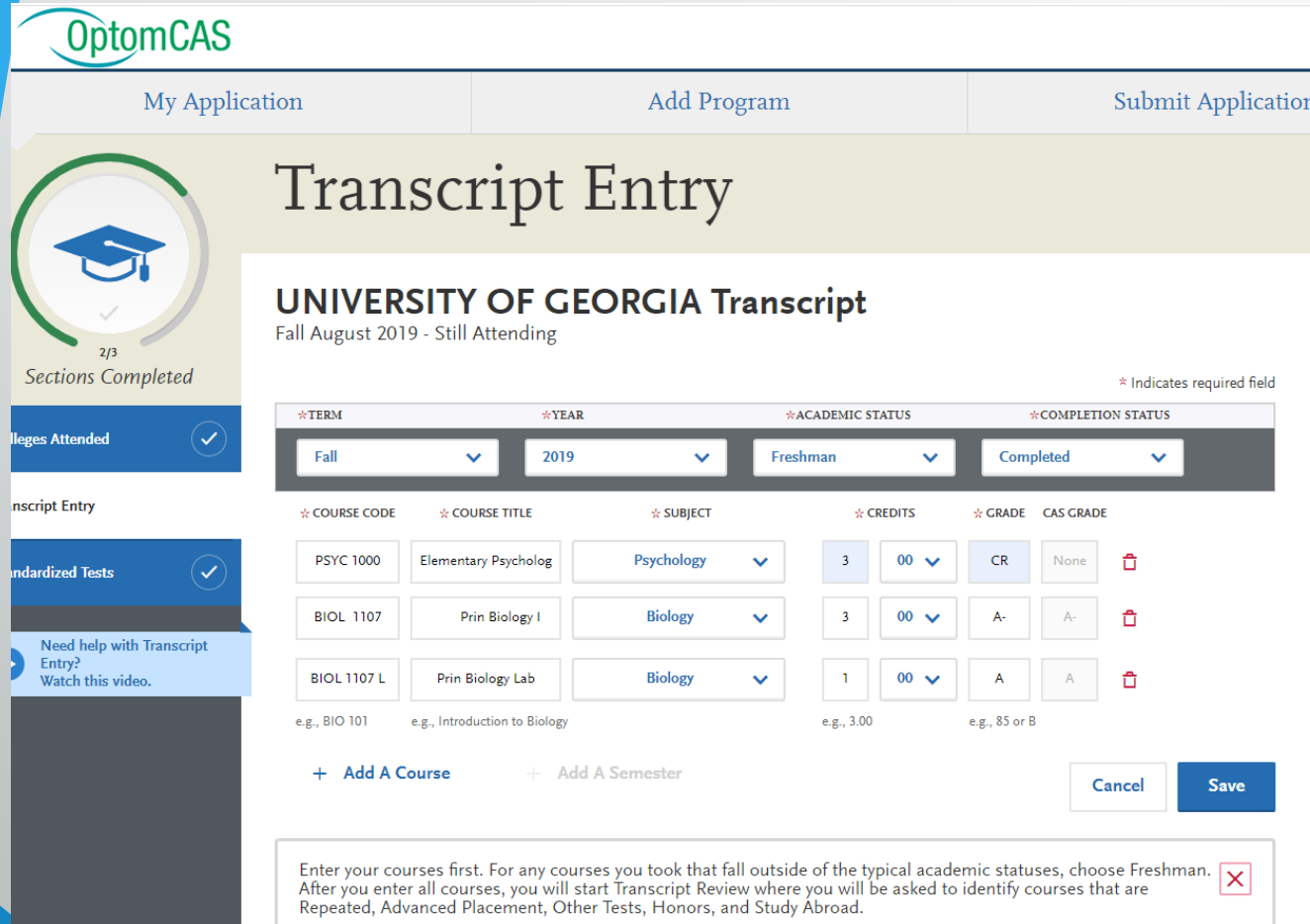
### ■ Lab Credits

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

### ■ Test Credits

- You can only list test credits if they were awarded by one of the schools you attended and they appear on your transcript. Test credit types include Advanced Placement (AP), International Baccalaureate (IB), CLEP, DANTE, Regents, and courses you "tested out of" at college or university. List these credits under your first term at the school that awarded you the credit and enter "CR" as the grade. The grade for exempt courses will be "EX" and the hours of credit will be "NONE." If no course prefix or number appears on the transcript, enter "N/A" for Not Applicable.
- Be sure to designate these test credits appropriately in the Transcript Review section (below).

# Example Of Coursework



OptomCAS

My Application Add Program Submit Application

## Transcript Entry

**UNIVERSITY OF GEORGIA Transcript**  
Fall August 2019 - Still Attending

2/3 Sections Completed

Leges Attended

Standardized Tests

Need help with Transcript Entry? Watch this video.

\* Indicates required field

*TERM	*YEAR	*ACADEMIC STATUS	*COMPLETION STATUS	*COURSE CODE	*COURSE TITLE	*SUBJECT	*CREDITS	*GRADE	CAS GRADE
Fall	2019	Freshman	Completed	PSYC 1000	Elementary Psycholog	Psychology	3 00	CR	None
				BIOL 1107	Prin Biology I	Biology	3 00	A-	A-
				BIOL 1107 L	Prin Biology Lab	Biology	1 00	A	A

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

+ Add A Course + Add A Semester

Cancel Save

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.

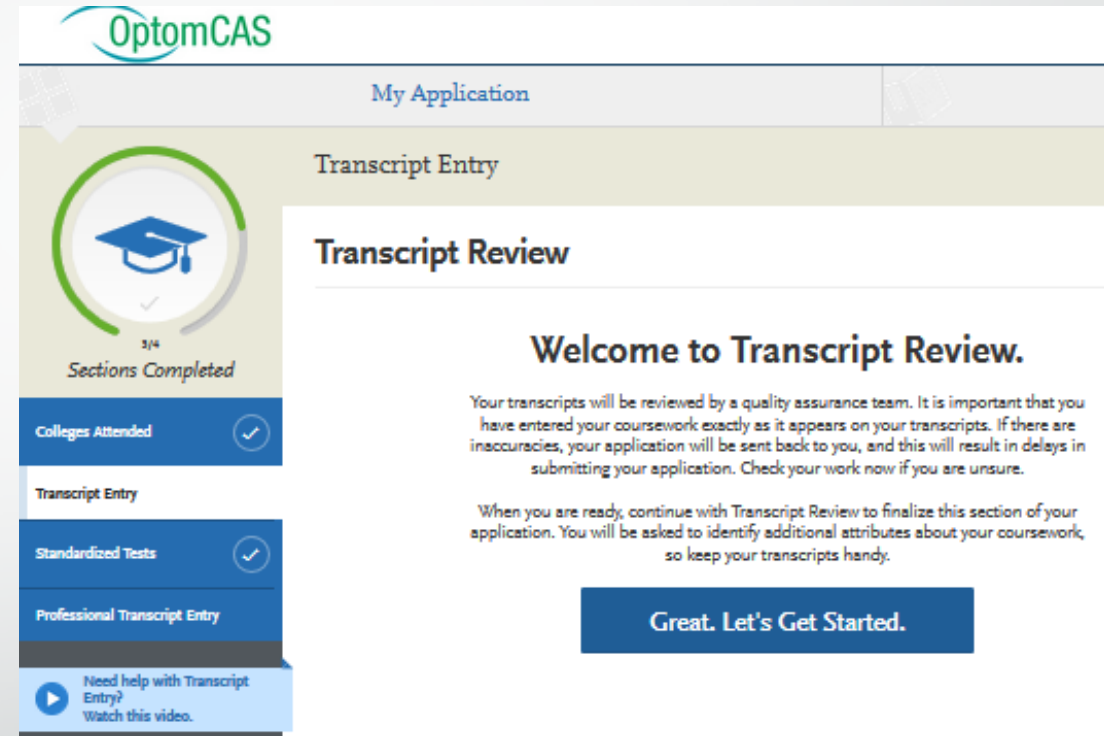
### ADVISOR TIP:

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

- You will enter all courses each semester as they appear on your transcript.
- **EXCEPTION:** transfer credits will be entered only in the college where originally taken.
- **DO NOT** rush through this section as you will need to select the courses you have entered for later sections.

# Transcript Review

- Once all courses have been entered, you will click **Review and Finalize My Transcripts**.
- In Transcript Review, you will be asked to identify additional attributes about your coursework including **Primary College** and courses that are **Repeated, Advanced Placement, Other Tests, Honors, and Study Abroad**.



The screenshot shows the OptomCAS web interface. At the top, the OptomCAS logo is visible. Below it, a navigation bar contains 'My Application'. The main content area is titled 'Transcript Entry' and features a circular progress indicator with a graduation cap icon and a checkmark, labeled '3/4 Sections Completed'. A sidebar on the left lists 'Colleges Attended' (checked), 'Transcript Entry', 'Standardized Tests' (checked), and 'Professional Transcript Entry'. At the bottom of the sidebar is a video link: 'Need help with Transcript Entry? Watch this video.' The main content area is titled 'Transcript Review' and contains a 'Welcome to Transcript Review.' message. The message states: 'Your transcripts will be reviewed by a quality assurance team. It is important that you have entered your coursework exactly as it appears on your transcripts. If there are inaccuracies, your application will be sent back to you, and this will result in delays in submitting your application. Check your work now if you are unsure.' Below this is another message: 'When you are ready, continue with Transcript Review to finalize this section of your application. You will be asked to identify additional attributes about your coursework, so keep your transcripts handy.' A blue button at the bottom right says 'Great. Let's Get Started.'

# Transcript Review: Repeated Courses

## Repeated Classes

- Indicate if you repeated any of your courses. Courses should only be marked as repeated if you repeated them at the same institution (i.e., you retook the course for a higher grade). Withdrawn courses, courses taken at different schools, and courses taken multiple times for new credit (i.e., school band, physical education, etc.) are not considered repeated.
- Record full credit values and grades for all repeated courses. OptomCAS is required to include all repeated courses in GPA calculations, regardless of an institution's or state's academic forgiveness policies.
- If you repeated courses, select **Yes** and click **Continue**. Then, click the plus sign next to the repeated courses for each college or university you attended.

The screenshot shows the OptomCAS interface for transcript entry. At the top, there are links for "My Application" and "Add Program". The main heading is "Transcript Entry". Below this, there is a progress indicator showing "Sections Completed" with a graduation cap icon and a "2/3" count. A sidebar on the left contains navigation options: "Colleges Attended" (checked), "Transcript Entry" (selected), and "Standardized Tests" (checked). Below the sidebar is a video player with the title "Need help with Transcript Entry? Watch this video." The main content area is titled "Transcript Review" and includes a sub-heading "Select Your Repeat Courses Below". A paragraph explains that OptomCAS will take the most recent grade received in a repeated course. Below this, there is a "1 COURSES SELECTED" indicator and a "I Am Done, Continue" button. The interface shows two transcript entries: "UNIVERSITY OF GEORGIA Transcript" (1 course selected) and "OHIO STATE UNIVERSITY Transcript" (0 courses selected). A button "I Am Not Adding Any Repeated Courses" is visible. The transcript for Fall 2016 is displayed in a table with columns for Course Code, Course Title, Subject, Credits, and Grade. The first row is highlighted in green, indicating it is selected.

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

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



# Transcript Review: AP Courses

## Advanced Placement Credit

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

The screenshot shows the OptomCAS web application interface. At the top, there are navigation links: "My Application", "Add Program", and "Submit Application". The main heading is "Transcript Entry". Below this, there is a progress indicator showing "2/3 Sections Completed" with a graduation cap icon. A sidebar on the left contains buttons for "Colleges Attended", "Transcript Entry", and "Standardized Tests", all with checkmarks. A blue button with a plus sign says "Need help with Transcript Entry? Watch this video." The main content area is titled "Transcript Review" and contains the instruction: "Select Your Advanced Placement Credit Courses Below". Below this, there is a paragraph explaining that only courses clearly marked as AP should be selected. A second paragraph states that other test credits will be identified in the next step. A blue button labeled "I am Done, Continue" is visible. Below the instructions, it shows "1 COURSES SELECTED" and a "UNIVERSITY OF GEORGIA Transcript" section with a red circle icon. A table titled "Fall 2019" lists selected courses with columns for Course Code, Course Title, Subject, Credits, and Grade. The first row is highlighted in green and has a checkmark in the first column and a red X in the last column.

Fall 2019					
	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
✓	PSYC 1000	Elementary Ps	Psychology	3.00	CR
+	BIOL 1107	Prin Biology I	Biology	3.00	A-
+	BIOL 1107 I	Prin Biology I	Biology	1.00	A

# Transcript Review: Additional Tests

## Other Test Credit

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

# Transcript Review: Honors Courses

## Honors Courses

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

# Transcript Review: Study Abroad

## Study Abroad Courses

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

# Standardized Tests

**OptomCAS**

My Application

## Standardized Tests

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

The OAT exam must have been taken after June 30, 2019 in order for your scores to be considered by schools and colleges of optometry. OAT test score reports should be sent electronically to OptomCAS directly through the OAT. Please refer to the [Applicant Help Center](#) for further information and guidance on sending your scores to OptomCAS. Both OAT and GRE test scores may be self-reported in this section.

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

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

**OAT**  
[Add Test Score](#)

**TOEFL**  
[Add Test Score](#)

**GRE**  
[Add Test Score](#)

[+ Add a Standardized Test](#)

## Self-Reported Test Scores

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

## Add a Test Score

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

## Add a Planned Test

- Navigate to the **Standardized Tests** section.
- Find the test you took in the list and click **Add Test Score**. In some cases, you may only be able to enter scores for certain tests.
- Select **No** under **Have you taken the test**.
- Enter the date you plan to take the test.
- Click **Save This Test**.

## Add a Test Not Listed

- Click **Add a Standardized Test** at the bottom of the page.
- Select the test from the drop-down.
- Select whether you took the test or not.
- If you select **No**, enter the date on which you plan to take the test. If you select **Yes**, enter the test date, indicate if the test was internet-based (IBT) or paper-based, and enter the Test Registration ID.
- Click **Save this Test**.



# Official OAT Scores

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

# Letters Of Evaluation

## Before You Begin

Letters of recommendation (sometimes called Letters of Evaluation or Letters of Reference) are submitted by the recommenders themselves; they cannot be completed or submitted by the applicant or another party on behalf of the recommender. 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](mailto: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, send those additional letters of recommendation directly to your programs.

# Letters Of Evaluation

## Submit a Request

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

The screenshot shows the OptomCAS interface for creating a recommendation request. The page title is "Create Letters of Recommendation Request" with a close button (X). A sidebar on the left shows navigation options: "Letters of Recommendations" (selected), "Experiences", and "Achievements". The main content area includes:

- Sections Completed:** A progress indicator showing 0/3 sections completed.
- Evaluator's Information:**
  - Are you requesting a committee evaluation? (Radio buttons for Yes and No)
  - First Name (Text input)
  - Last Name (Text input)
  - Email Address (Text input)
  - Due Date (Calendar icon, MM/DD/YYYY)
  - Message to the evaluator (Text area, 0 word / 0/500)
- Waiver of Evaluation:**
  - I waive my right of access to this evaluation. (Radio buttons for Yes and 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 Letters of Recommendation Request** (Submit button)

# Letters Of Evaluation

## Resend the Letters of Recommendation Request

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

## Change the Recommender's Email Address

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

## Waiver

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

The screenshot shows a form titled "Waiver of Evaluation" with three sections, each with a radio button for "Yes" and "No":

- Waiver of Evaluation:** \* I waive my right of access to this evaluation. (Yes/No radio buttons)
- Permission to Contact Reference:**  I hereby give permission to contact this reference via email to request the completion of the reference form and letter of reference. If my reference does not submit an online reference form in response to the email request, it is my sole responsibility to contact the reference directly to ensure all references required by my designated schools are received by the deadline.
- Permission for Schools to Contact Reference:**  I understand that the schools to which I am applying may contact the reference either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the schools to do so.



# Four Letters Of Evaluation

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

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

## Letters of Recommendations

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

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

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

Smith, John



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

### Create Letters of Recommendation Request

[+ Create Letters of Recommendation Request](#)

### Overall Status

> Transcripts

Arrived 0 of 1

▼ Letters of Recommendations

Requested > Accepted 0 of 1

John Smith  
Individual

Needed By: All Programs

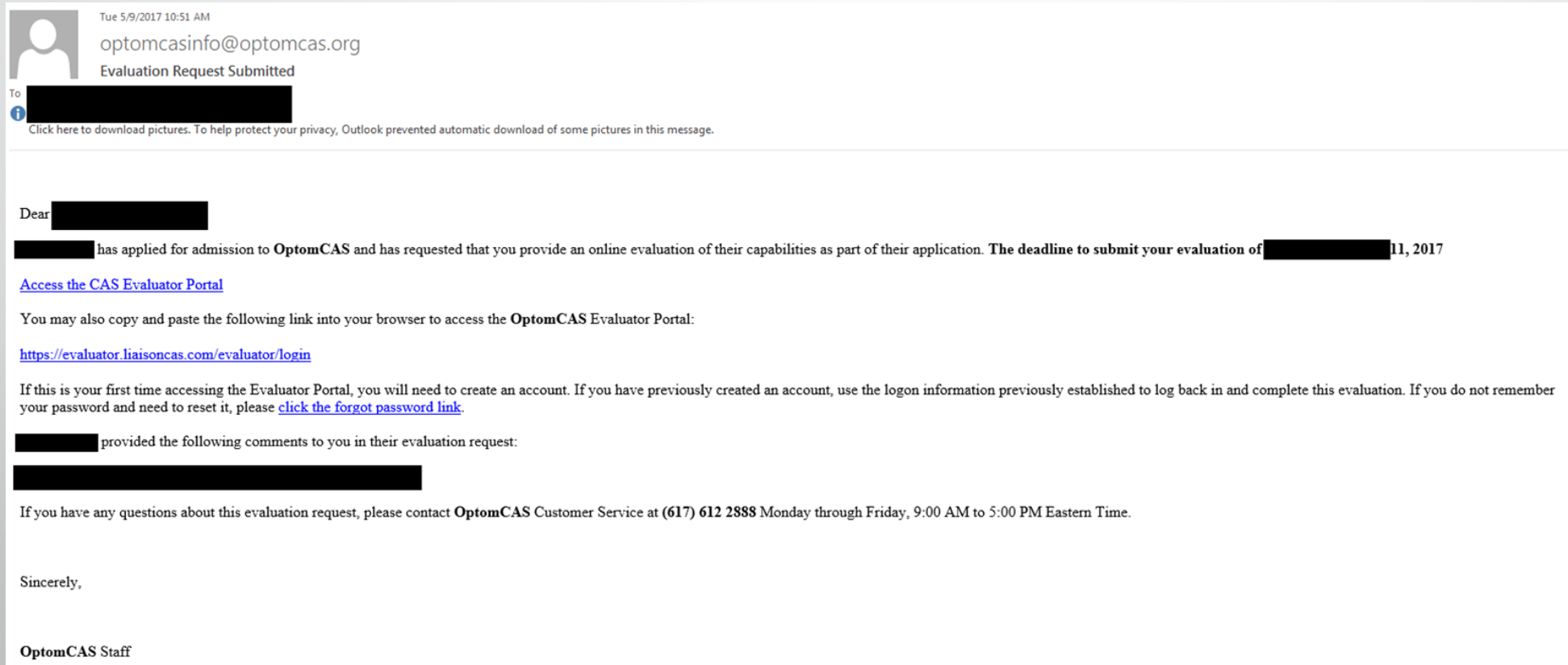
Requested



# Letters Of Evaluation

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

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



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

To: [REDACTED]

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

Dear [REDACTED]

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

[Access the CAS Evaluator Portal](#)

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

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

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

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

[REDACTED]

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

Sincerely,

**OptomCAS** Staff



# Experiences

## Overview

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

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

## Experience Types

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

Experiences

## Add Your Experiences ✕

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

\* Indicates required field

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

**Organization**

\* Name

Address

Address 2

City

\* Country

Zip Code

\* State/Province

**Supervisor**

First Name

Last Name

Title

Contact Phone

Contact Email

**Experience Dates**

\* Start Date

\* Current Experience  Yes  No

\* End Date

\* Status

**Experience Details**

\* Title

\* Type of Recognition

Compensated

Received Academic Credit

Volunteer

\* Average Weekly Hours

\* Number of Weeks

\* Total Hours

\* Description/Key Responsibilities

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

## Enter Your Experience

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

# Utilize Core Competencies

- There are [15 Core Competencies created by the AAMC](#) (Association of American Medical Colleges) and you can utilize these Core Competencies to help you write your 600-character experience descriptions. Although this was created for pre-med students, it is still useful for your descriptions. A competency is an observable behavior that combines knowledge, skills, values, and attitudes related to a specific activity. There are four categories: Interpersonal, Intrapersonal, Thinking and Reasoning, and Science
- The work and activities you are already involved with, and your life experiences, likely demonstrate these competencies. For example, you can demonstrate the scientific inquiry competency by excelling in scientific research, illustrate a service orientation competency by leading a service trip, or show capacity for improvement in a reflection at the end of your description.
- Use the AAMC core competencies to guide what you will say that you did and gained from your experience.
- Carefully compose and proof-read your descriptions.
- Click [here](#) for a Core Competencies Worksheet.



# Premed Competencies for Entering Medical Students



**Transferable to all  
health professions!**

## The Premed Competencies and What They Mean

The 17 Premed Competencies for Entering Medical Students help communicate the standards expected of all applicants accepted to medical school. These competencies were identified as essential for success in medical school and in the field of medicine. They were developed with extensive input from representatives in admissions, student and diversity affairs, faculty, students, and prehealth advisors.



# PROFESSIONAL COMPETENCIES

- **Commitment to Learning and Growth:** *Practices continuous personal and professional growth for improvement, including setting and communicating goals for learning and development; reflects on successes, challenges, and mistakes; pursues opportunities to improve knowledge and understanding; and asks for and incorporates feedback to learn and grow.*
- **Cultural Awareness:** *Appreciates how historical, sociocultural, political, and economic factors affect others' interactions, behaviors, and well-being; values diversity; and demonstrates a desire to learn about different cultures, beliefs, and values.*
- **Cultural Humility:** *Seeks out and engages diverse and divergent perspectives with a desire to understand and willingness to adjust one's mindset; understands a situation or idea from alternative viewpoints; reflects on one's values, beliefs, and identities and how they may affect others; reflects on and addresses bias in oneself and others; and fosters a supportive environment that values inclusivity.*
- **Empathy and Compassion:** *Recognizes, understands, and acknowledges others' experiences, feelings, perspectives, and reactions to situations; is sensitive to others' needs and feelings; and demonstrates a desire to help others and alleviate others' distress.*
- **Ethical Responsibility to Self and Others:** *Behaves with honesty and integrity; considers multiple and/or conflicting principles and values to inform decisions; adheres to ethical principles when carrying out professional obligations; resists pressure to engage in unethical behavior; and encourages others to behave honestly and ethically.*



# PROFESSIONAL COMPETENCIES (Continued)

- **Interpersonal Skills:** *Demonstrates an awareness of how social and behavioral cues affect people's interactions and behaviors; adjusts behaviors appropriately in response to these cues; recognizes and manages one's emotions and understands how emotions impact others or a situation; and treats others with dignity, courtesy, and respect.*
- **Oral Communication:** *Effectively conveys information to others using spoken words and sentences; actively listens to understand the meaning and intent behind what others say; and recognizes potential communication barriers and adjusts approach or clarifies information as needed.*
- **Reliability and Dependability:** *Demonstrates accountability for performance and responsibilities to self and others; prioritizes and fulfills obligations in a timely and satisfactory manner; and understands consequences of not fulfilling one's responsibilities to self and others.*
- **Resilience and Adaptability:** *Perseveres in challenging, stressful, or ambiguous environments or situations by adjusting behavior or approach in response to new information, changing conditions, or unexpected obstacles, and recognizes and seeks help and support when needed; recovers from and reflects on setbacks; and balances personal well-being with responsibilities.*
- **Service Orientation:** *Shows a commitment to something larger than oneself; demonstrates dedication to service and a commitment to making meaningful contributions that meet the needs of communities.*
- **Teamwork and Collaboration:** *Collaborates with others to achieve shared goals and prioritizes shared goals; adjusts role between team member and leader based on one's own and others' expertise and experience; shares information with team members and encourages this behavior in others; and gives and accepts feedback to improve team performance.*



# SCIENCE COMPETENCIES

- **Living Systems:** *Applies knowledge and skill in the natural sciences to solve problems related to molecular and macro systems including biomolecules, molecules, cells, and organs.*
- **Human Behavior:** *Applies knowledge of the self, others, and social systems to solve problems related to the psychological, socio-cultural, and biological factors that influence health and well-being.*



# THINKING AND REASONING COMPETENCIES

- **Critical Thinking:** *Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.*
- **Quantitative Reasoning:** *Applies quantitative reasoning and appropriate mathematics to describe or explain phenomena in the natural world.*
- **Scientific Inquiry:** *Applies knowledge of the scientific process to integrate and synthesize information, solve problems and formulate research questions and hypotheses; is facile in the language of the sciences and uses it to participate in the discourse of science and explain how scientific knowledge is discovered and validated.*
- **Written Communication:** *Effectively conveys information to others using written words and sentences.*



# How to Demonstrate Core Competencies



Student 1  
Medical Applicant

- Lab Assistant: Teamwork, Oral Communication, Reliability & Dependability, Ethical Responsibility, Critical Thinking, Written Communication, Scientific Inquiry, Quantitative Reasoning, and Commitment to Learning and Growth.

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

# How to Demonstrate Core Competencies



Student 2  
Physician Assistant  
Applicant

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

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

# How to Demonstrate Core Competencies



Student 3  
Optometry School  
Applicant

- Customer service part-time job:

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

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

# Achievements

## Overview

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

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

## Achievement Types

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

## Add an Achievement

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

## Add Your Achievements

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

\* Indicates required field

### Achievement Details

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

0 word 0/600

# Program Materials Section

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

## Overview

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



**Program Materials**  
*0/4 Sections Completed*

**Nova Southeastern University College of Optometry**  
NOVA Southeastern University College of Optometry

**Southern California College of Optometry**  
Southern California College of Optometry

**University of Alabama-Birmingham School of Optometry**  
University of Alabama-Birmingham School of Optometry

**The Ohio State University College of Optometry**  
The Ohio State University College of Optometry



# Program Materials

## Home

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

## Documents

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

## Prerequisites

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

## Assign a Prerequisite

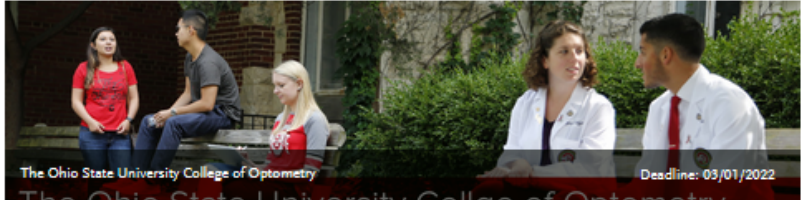
- Click **Assign Course**.
- Click the plus sign next to the course(s) that you believe fulfill the prerequisite. You can match multiple courses to one prerequisite, if applicable.
- Click **Save and Exit**.

# Program Materials

## Questions

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

My Application



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](mailto: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

# PERSONAL STATEMENT ADVICE FROM THE UGA CAREER CENTER

## Writing Your Personal Statement



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

### Structuring Your Statement

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

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

### Do's & Don'ts

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



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



### 4 Key Components of Your Statement

#### 1. Motivation

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

#### 2. Fit

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

#### 3. Capacity

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

#### 4. Vision

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

Adapted from University of Minnesota "Personal Statements for a Health Program," 2017

### Top 10 Tips for Writing Success

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

### Reflective Writing Prompts

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



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

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



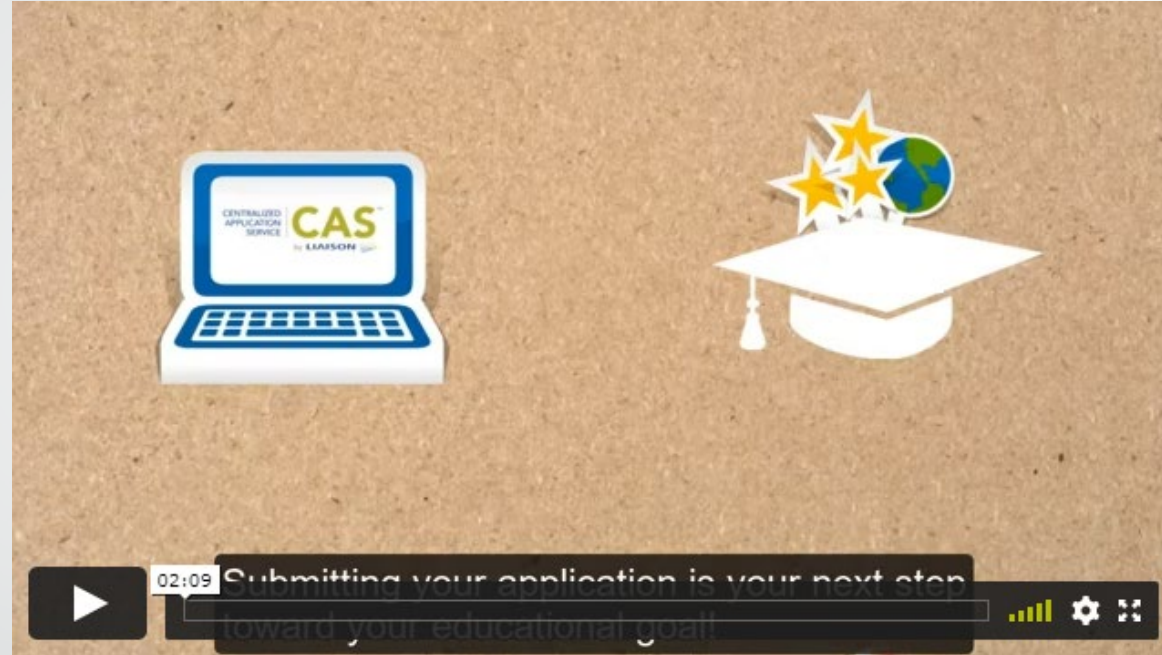
# Submit Application

Before 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, but you cannot edit their descriptions. 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.



# Submit Application



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

# Submit Application

## Submitting Your Payment

- When you are ready to submit your application, go to the **Submit Application** tab and click **Submit**. Payments can only be made in the application via a credit card. We accept Visa, Mastercard, American Express, and Discover. Credit card payments cannot be made over the phone.
- Once you submit your application and payment, click **View Payment History** for each program on the **Check Status** page to confirm your payment's receipt.

## Refund Policy

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

## After Submitting

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

# Completing Your OptomCAS Application

- Your application must be considered "complete" to be placed in line for verification. In general, an application is complete when:
  - All official transcripts have been received and posted to your application.
  - All 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 homepage](#) to ensure you are meeting all requirements.

# Check Your OptomCAS Notifications and Status

## Notifications

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

## Application Statuses

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



# Check Your OptomCAS Notifications and Status

- **Transcript Statuses.** If you submit transcripts to OptomCAS, your transcript's status may be:
  - **Not Arrived:** This status indicates that your transcript is still being processed and has not been posted to your application yet. On average, it takes up to seven business days for your transcript to post to your application from the date 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, 2025. You can find your application status under the Check Status tab. Updates are available within the following timeframe:
  - December 13, 2024 and January 31, 2025
- 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 2020). 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. From the application dashboard:
- Navigate to the **Check Status** tab and click the download button next to a program, or
- Navigate to the **Submit Application** tab and click the download button next to a program.
- Once you download the application PDF, you can print it or save it on your computer.

# What is Verification?

## Definition

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

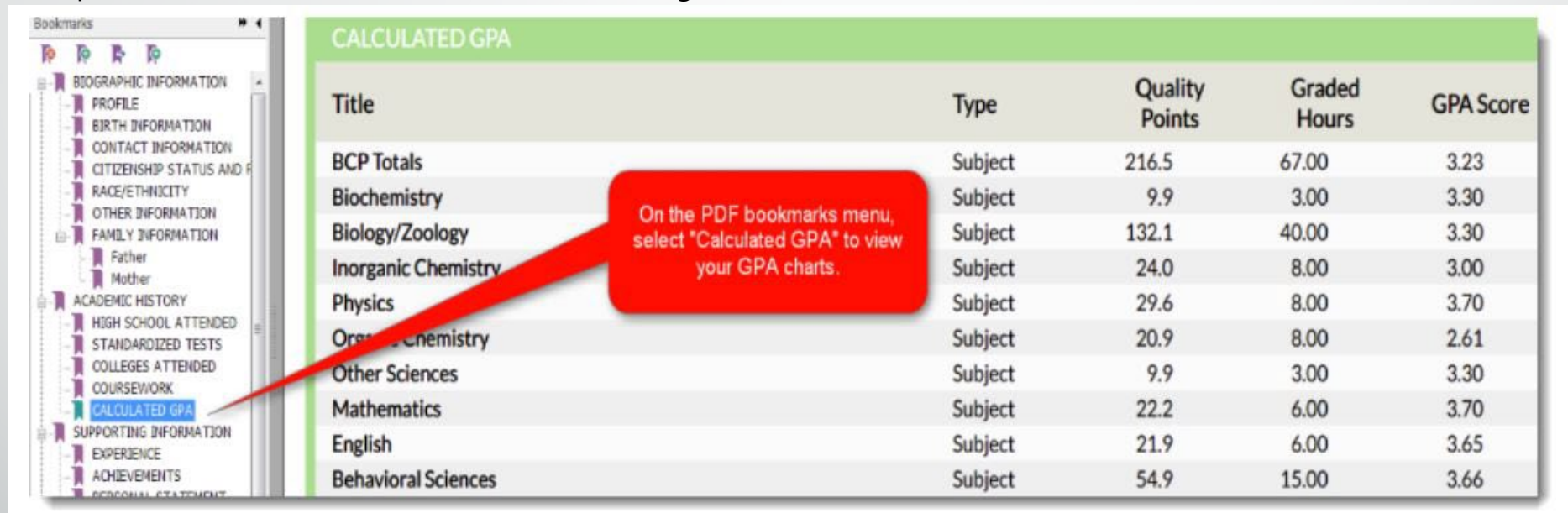
## Timeline

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



# Finding Your OptomCAS GPA Calculations

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



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

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

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

# GOOD LUCK!

