

## 2019 IDP Application Checklist

All applicants (first-time and reapplying) for the International Dentist Pathway (IDP) must complete all of the following steps on or before the application deadline of Friday, May 31, 2019. **The application will be regarded as incomplete and will not be reviewed if documents are missing or received after the deadline.**

### STEP 1: Send the following documents directly to ADEA CAAPID

**1. CAAPID Application**

Applications must be completed online in ADEA CAAPID (Centralized Application for Advanced Placement of International Dentists). All questions must be answered.

### STEP 2: Send the Application Fee directly to the UCSF Office of the Registrar

**1. Application Fee**

A non-refundable application fee of \$200 (USD) in the form of a money order or cashier's check, made payable to UC Regents, must be submitted to the UCSF Office of the Registrar. Do not mail Application Fee to IDP Admissions Office. Include Application Fee Deposit Form with payment. Deposit Form can be downloaded at [https://dentistry.ucsf.edu/sites/default/files/2019-01/application\\_fee\\_form\\_2019\\_IDP.pdf](https://dentistry.ucsf.edu/sites/default/files/2019-01/application_fee_form_2019_IDP.pdf).

### STEP 3: Send the following supplemental documents directly to UCSF IDP Admissions Office

**1. Applicant Questionnaire**

Applicants are required to provide responses to the Applicant Questionnaire. The responses must be typed. Answer all of the questions concisely and in order on plain paper. See IDP website for link to Applicant Questionnaire and mailing instructions.

**2. Passport-Size Photos**

Submit three (3) passport-size photos.

**3. Curriculum Vitae/Resume**

Curriculum Vitae should include, but not be limited to, dental school and all postgraduate programs attended, dates, work experience, and publications.

**4. National Board Dental Examination Part 1 and Part 2 (NBDE 1 and NBDE 2)**

Request your NBDE Part 1 and Part 2 examination results to be submitted to UCSF IDP Admissions Office via email: [Mary.Pham@ucsf.edu](mailto:Mary.Pham@ucsf.edu)

**5. Test of English as a Foreign Language (TOEFL)**

Submit your TOEFL Score Report with scores earned from 05/31/2017 to the present. A score of 95 or higher (internet-based), 240 or higher (computer-based) is required.

Anything lower than the minimum requirements will not be considered. **Waivers will not be granted.**

**6. Official Transcripts**

Original dental school, non-dental school and all postgraduate program transcripts **must come stamped and sealed from all conferring institutions**. Notarized copies are not acceptable. Please refer to our website for translation of documents.

**7. Educational Credential Evaluators (ECE) Transcript Evaluation**

Submit original official<sup>1</sup> ECE course-by-course evaluation. Dental school transcript must have a GPA of 2.40 or higher in order to be considered for admissions. To ensure uniformity of evaluation, the ECE is the only credentialed evaluation report accepted. See IDP website for ECE website address.

**8. Letters of Recommendation**

Three original letters of recommendations are required. One letter must be obtained from the dean, principal, president or head official of the applicant's dental school; a second letter from a former dental school faculty member; and a third letter from a person of the applicant's choosing, preferably someone with whom the applicant has worked. **Letters must be typed or written on the school letterhead, bearing the school logo/seal and contact information.**

<sup>1</sup>Original Official Document

- a document sent directly from the source (dental school, ADA, ECE, NBDE, TOEFL) to UCSF School of Dentistry; OR
- a document provided to you by the source in a sealed envelope