

2017 IDP Application Checklist

All applicants (first-time and reapplying) for the International Dentist Program (IDP) must complete all of the following Steps on or before the deadline date of Friday, June 9, 2017, which is the application deadline. **The application will be regarded as incomplete and will not be reviewed if documents are missing or received after 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 \$200.00 (USD) in the form of a money order or cashiers check, made payable to the UC Regents, must be submitted. **Application fee must be mailed to the UCSF Office of the Registrar.** Do not mail Application Fee to IDP Admissions Office. Include Application Fee Deposit form with payment. Download Deposit Form at http://dentistry.ucsf.edu/sites/default/files/idp_feeform_2017.pdf

STEP 3: Send 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 3 (three) passport size photos.

3. Curriculum Vitae

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 (NBDE 1)

Request for your NBDE Part 1 examination results to be submitted to UCSF IDP Admissions Office via email address: Mary.Pham@ucsf.edu.

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

Submit original official¹ TOEFL score taken within two years of the application deadline. A score of 95 or higher (Internet-based), 587 or higher (paper-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 official¹ ECE course-by-course evaluation. Dental school transcript must have a GPA of 2.00 or higher in order to be considered for admission. 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 recommendation are required. One letter must be obtained from the Dean, Principal or head official of the applicant's dental school, a second letter from a former dental school instructor, 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 letterhead stationery which provides the evaluator's address and contact phone number.**

¹Original 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