CASPA Application Workshop

Centralized Application Service for Physician Assistants
Application Timeline

**April-May:** Take the GRE ($220)

**April 25:** CASPA Opens ($184, $61/school)

**April-August:** begin receiving secondary (supplemental) applications

**May-August:** take CASPer exam (the earlier the better - check each program)

**August-Spring:** Interviews and offers
Welcome to CASPA

This application cycle is closing soon!

The CASPA 2021-2022 application's final deadline to submit your application to one of our programs is 11:59PM EST on April 1, 2022. Be sure to check your program deadline dates and submit your application before this date. Additionally, review the final application processing dates in the CASPA Applicant Help Center.

Sign in with your username and password below.

[Form fields for Username and Password]

[Sign In button]
My Application

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

Latest Notifications

Welcome to the CASPA application (save this email)

View My Notifications

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

Personal Information

0/3 Sections Completed

Academic History

0/4 Sections Completed

Supporting Information

0/4 Sections Completed

Program Materials

0/1 Sections Completed
Advisor Release

* By selecting Yes, you authorize CASPA to release parts of your CASPA application to pre-health advisors and advisory committees at schools you previously attended. Your advisor can then better assist you throughout the admissions process. Your academic and application status information is shared; however, your personal, financial, and disciplinary information, as well as your personal statement, are not shared. Once you submit your application, you cannot edit this response.

Yes  No

Helps PPA advisors advise other students!
Always confidential
Helps the PPA office create statistical information
Order All Transcripts

On the application, enter school info, **including CE institutions**

Send transcripts from **EVERY** school
It doesn’t matter if you’ve already transferred your credits to the U

Order transcripts as soon as you have access to the application (April)

Order Online

Please follow the steps below to order an official transcript online.

Current or former students with a uNID

Students with a uNID

Students who have attended the university after September 1998 have a uNID. You can order an official transcript and have it delivered electronically in as little as 15 minutes. Hardcopy transcript orders will be processed within 1-3 business days. Please note, official transcripts delivered electronically are only available to download for 30 days.

ORDER A TRANSCRIPT ONLINE WITH A uNID

http://registrar.utah.edu/transcripts/order-transcript.php
Available Credentials

The following credentials are available from University of Utah. Start your order by selecting a credential listed below (you can add more later)

Electronic Transcript
An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.

Order
1. Click ‘Order’

2. Click **parchment** and get the Transcript ID
Enter Transcript ID
Fill out the PPA PreHealth Planner

List all of the activities you’ve been involved with since you graduated high school

Think about: challenges faced, lessons learned

Verify your hours completed with your PAs, and supervisors.

https://advising.utah.edu/preprofessional/resourcesdownload.php
Supporting Information

- Each description has 600 character limit
- Don’t bullet point or format your description!
- Provide accurate job descriptions
- Try not to double-dip activities
- DO NOT list high school experience
- Awards? List those under the Achievements section
Extracurricular Activities

Related activities you would like your selected programs to review: i.e. academic clubs and competitive teams. **Do not include paid work experience here.**
<table>
<thead>
<tr>
<th>More Type Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Leadership Experience</strong></td>
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<tr>
<td>Held a leadership role within an organization, such as club president, mentor, etc.</td>
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<tr>
<td><strong>Research</strong></td>
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<tr>
<td>Research projects completed, preferably in addition to our outside of regular classroom work.</td>
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<tr>
<td><strong>Teaching Experience</strong></td>
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<tr>
<td>Experiences in which you were in charge of instructing others: i.e. TA, tutor, etc.</td>
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<tr>
<td><strong>Volunteer</strong></td>
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<tr>
<td>Volunteer work done outside of the healthcare field: i.e. Habitat for Humanity, tutoring, participating in or working for a fundraiser walk or blood drive, etc.</td>
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Personal Statement

(5000 characters w/spaces)
Personal Statement: Do’s

**DO** stay within the *5000 character limit*

**DO** answer the question **WHY PA?**  *Not how were you inspired to be a PA*

**DO** demonstrate:

- Your maturity
- How much you understand the profession
- How hard you’ve worked up to this point (show, don’t tell)
Personal Statement: **DON’Ts**

**DO NOT** summarize what you listed on the activity list. **DO NOT** repeat what you wrote on the activity list.

**DO NOT** talk too much about other people (family member, mentor, patient, etc). **TALK ABOUT YOURSELF!**

**DO NOT** use words you don’t know/ or how to use.

**DO NOT** show off your knowledge about medicine, overuse medical terminology, or abbreviations.

**DO NOT** assume everyone knows what you know.

**DO NOT** begin with a quotation.

**Try to avoid** jokes.

**Try to avoid** using cliché’s “The look on the children’s faces made it all worthwhile.”
Pay Attention to Details

Composition
Spelling
Punctuation
Grammar

A COMMA...

PERSISTENT COUGH
EMS-POST OP LEFT SHOULDER
UNABLE TO EAT DIARRHEA
FORGETFULNESS HEADACHE
CHEST PRESSURE
FEVER
FEVER 102, WHEEZING, IRRITABLE
FALL RT ARM INJURY

WAS REALLY NEEDED HERE
Get Feedback!

Have people you trust (prof, doctor, med student, family support, PPA advisor (!) Writing Center tutor, etc) read your work and offer feedback. Be careful not to ask too many people!
How to request LORs

Contact your professors and supervisors NOW!

Provide as much information as possible

Give at least four weeks notice

Get their business card

Input their info as soon as you have access to CASPA

FOLLOW UP

- How To Guide
- Instructions for Letter Writers

PPA Website: Resources /Downloads
https://advising.utah.edu/preprofessional/resourcedownload.php
LOR’s: TO DO

Supporting Information

▪ **Letters by Liaison** – letter writer portal
▪ Enter Evaluator’s (letter writers’) information
▪ Contact letter writer writers **first**!
▪ Make sure all contact information is correct
Find the Best PA Program for YOU!

- Early Patient Exposure
- Urban vs Burbs vs Rural
- Class Size
- Community Outreach Opportunities
- Newer vs Established

https://advising.utah.edu/preprofessional/pre-physicians-assistant/application-process-pa.php
https://paeaonline.org/our-programs?utm_term=1-393348
Meet with your advisor (more frequently than before!) during the application cycle.

PPA advisors can review your CASPA and secondary applications. Send your drafts to your advisor!

We also do mock interviews! Both* traditional and MMI (*We will not be able to accommodate for both for each student due to limited resources and time.)

Advice from PPA Office
DO NOT STOP your extracurricular activities after you submit your application
Questions?

- Schedule an appointment with a PPA advisor! 😊

Email Us:  ppa@advising.utah.edu
           ppa.utah.edu