UNIVERSITY OF THE
PACIFIC
Arthur A. Dugoni
School of Dentistry

IDS Admissions Requirement Application Checklist
2025-2026 CAAPID Application Cycle

Application Open: Thursday, March 6, 2025 – Friday, June 13, 2025, by 11:59 PM Eastern Time
For consideration of admission to IDS Class of 2028 | Matriculating: July 2026

Please read the following information carefully and in full,
Before submitting your CAAPID Application.

Dugoni School Requirements Checklist

☐ **$100 Supplemental Application Fee (Separate from CAAPID Fees)**
To file your application with the Dugoni School, all applicants must also pay a one-time, non-refundable application fee with a credit card (American Express, Discover, MasterCard, or Visa) using the link provided on our website. Provide your CAAPID # along with all credit card information.

Note: Be sure to complete and submit your CAAPID application and pay all CAAPID-associated processing fees before paying this supplementary fee, as it is non-refundable if you submit the payment in error.

☐ **Dental Curriculum Vitae (CV)**
Please complete the Qualtrics Form for your Dental CV as prompted by the CAAPID application. The Dental CV link will be sent to you after you submit your application and pay the application fee. This form will prompt you to input a summary of your educational credentials and professional/educational experiences.

IDS Admissions will no longer be asking for nor accepting additional documents through mail or email; all application materials must go through CAAPID.

CAAPID Application Checklist

☐ **Complete the ADEA CAAPID Application**
Complete and submit the online application. Navigate to the CAAPID application site, where you can complete the application beginning Thursday, March 6, 2025.

☐ **ADEA CAAPID Application Processing Fee Payment**
When your completed application is ready to submit, follow all directions provided by ADEA CAAPID to complete your required application and process fee payments. The CAAPID fee is separate from the Dugoni School's supplemental application fee.

☐ **National Board Dental Examination (NBDE 1 & 2) / Integrated National Board Dental Examination (INBDE)**
Request that the ADA Department of Testing Services provide PASS results for NBDE Parts 1 & 2 or INBDE. A FAIL result or a score of 74 or less will not be considered.

☐ **Test of English as a Foreign Language (TOEFL)**
The TOEFL exam, with a minimum iBT score of 92, is required for application. Submit your official TOEFL scores directly to ADEA CAAPID® (UOP Code – B451). MyBest scores and scores from exams taken before January 2023 will not be accepted.

☐ **Educational Credential Evaluators (ECE)**
Provide a course-by-course evaluation report with a U.S. grade average (2.00 - 4.00) to complete your ADEA CAAPID application status. If ECE provides 2 grade averages (best result or comprehensive), the Dugoni School will only consider the comprehensive grade average. Applicants with a U.S. grade average (0 - 1.99) will not be eligible to apply to the Dugoni School's IDS program.

☐ **Letters of Evaluation**
Three letters are required, submitted through your ADEA CAAPID Application. Otherwise known as "Evaluations," all three letters should be written in English (or translated to English by a certified translator) and, as recently as possible, written, signed, and dated no later than January 2023.

At least two of these letters must be written by U.S. or international dental professionals (dentists, dental school faculty, etc.) with whom you have worked or learned. A letter from a dental school dean is not required.

Please have your evaluators follow these guidelines when submitting their letters:
   o   Provide the letter on company or school letterhead.
   o   Include the evaluators' name, Phone Number, Email, and Mailing Address directly on the letter or through the CAAPID submission process.
   o   Letters must be hand-signed by the evaluator. Digitally signed letters will not be accepted.

Please Note: The Office of Admissions will accept one additional letter of recommendation from a dental professional (either academic or professional reference). This letter will be requested via a scanned copy through your CAAPID application in the documents section of the program materials. No additional documents will be collected via email or mail.

☐ **Dental Diploma / Certificate**
Provide an authentic full-color photocopy of the school-issued document confirming the conferred dental degree (BDS, DDS, DMD, Odontology, Stomatology).

Please Note the following guidelines for uploading your Dental Diploma / Certificate:
   o   Upload your required Dental Diploma/Certificate directly to your CAAPID Application.
   o   If the document is not in English, provide a scanned version in its original language and an English translation from a certified translator.
   o   Provisional dental degrees will not be accepted nor considered.
   o   Transcripts, mark sheets, dental licenses, or certificates of registration stating your conferred degree will not be accepted nor considered.
   o   Proof of dental license or dental identity card is not required.

☐ **Transcript — Advanced Degree** (if applicable)
Provide a school-issued transcript stating your conferred U.S. advanced degree (master's, doctorate) and course grades. *Contact ECE to provide a course-by-course evaluation report for advanced degrees earned internationally.*