



Guidelines for students applying to PASS or seeking Academic Letters of Recommendation

The ADEA Postdoctoral Application Support Service (PASS) application will typically open in mid-May, and close the second week of February the following year. It is the applicant's responsibility to read, understand and follow all ADEA PASS and program-specific instructions. Students can access the application and instructions from the [ADEA PASS site](#).

Once your application has been submitted, the Office of Academic Affairs will receive notification of your submission and will start processing your Institution Evaluation in June. Institution Evaluations will include the following:

- Class Rank
- GPA
- NBDE results
- Dean's Letter of Recommendation

In regards to GPA, *it is important to be up to date with all academic and clinical requirements prior to submitting your application*. The Office of Academic Affairs can only use your GPA from the Spring term if you have final grades for every course; otherwise, your GPA from the previous Fall semester will be submitted. No updates will be sent once the PASS evaluation has been submitted. If you have grades of DFR, these cannot be calculated into your GPA.

If you have any concerns over meeting any clinical or didactic requirements before the end of the Spring term, it is advisable that you consult the appropriate course director or your managing partner and attempt to rectify the deficiency as soon as possible.

Advanced Standing students will need to provide the Office of Academic Affairs with their NBDE results in order to complete the evaluation. If you do not have a copy of your results, you will need to contact the [Joint Commission on National Dental Examinations \(JCNDE\)](#) to obtain a copy.

Letters of recommendation are required for acceptance to the vast majority of post - graduate programs. Often applicants must provide three or more letters.

While requirements differ by institution, program and concentration, generally speaking, successful academic recommendations should:

- Provide testimony to your aptitude, curiosity and industriousness
- Demonstrate your maturity and seriousness of purpose
- Speak to your leadership ability
- Paint you as "well rounded"
- Compliment your character
- Include other pertinent information about you-- things not readily apparent from admission test scores or transcripts

If you will be seeking a letter of recommendation from the Office of Academic Affairs (Dean's Letter) in lieu of a CV, please use the [Letter of Recommendation Table](#) to input information about yourself that will help us to individualize your letter appropriately and make it more personal. You may simply fill in the blanks and submit it to cfinney@uic.edu with your letter request.

Good luck with your PASS Application. If you have any questions, do not hesitate to contact the Office of Academic Affairs at 6-4958, Rm 202D, cfinney@uic.edu.