ADEA DHCAS® Applicant Flow

1. Applicant creates account.
2. Applicant must designate at least one school (additional schools can be added later).
3. Applicant completes the application including the general information and the program-specific materials.
   a. All transcripts from college-level coursework are required. Because this might take some time to be received and processed, applicants are encouraged to enter in their colleges and request a transcript at the beginning of the process. Once a college is added, an applicant will print the Transcript Request Form to send to the registrar.
   b. All four sections of the application must be completed: Personal Information, Academic History, Supporting Information, and Program Materials. Program Materials content is determined based on the program(s) an applicant is applying to. Programs can be added and deleted before submission.
   c. Coursework is required for entry-level programs only, and includes manual entry of all college level courses. This is not required for degree completion and graduate level programs.
   d. Some programs require evaluations. The applicant must identify the evaluator before s/he submits the application, but the actual letter can be received after the applicant submits.
4. Applicant submits the application.
   a. Required documents accepted BEFORE OR AFTER submission include: all college level transcripts and program level required evaluations
b. Applicant remains in the “received” status until all required documents are received.

5. The application is verified to ensure that coursework entered matches the official transcript. The verification process could take up to four weeks to complete.

6. Applicants can submit additional applications after the initial process.

7. Applicants can take part in Academic Update to add coursework completed since initially applying to their application.