DICAS 2022-2023 DPD Director FAQ

Q: How will coursework entry work?

- DICAS Applicants will be required to enter ALL domestic coursework they have previously completed, regardless of its relevance to the discipline.
- Applicants do not need to enter coursework for foreign colleges.
- Those applicants completing DPD coursework are **ALSO** required to complete all future and planned coursework that applies to their DPD.
- Alternative letter grades are accepted in the system. Examples: P, F, S, I, W
- During their Transcript Review step (either after they complete their coursework entry or after they receive the completed Professional Transcript Entry notification), applicants who indicated they have a Declaration of Intent or Verification Statement will be asked to indicate any courses that should be identified as "DPD Professional" or "DPD Science" courses.
- Please see the Coursework Entry page for more details in the Help Center.

Q: Will applicants be able to see their GPA? How will GPA show to schools?

- Applicants:
  - Once they have completed Coursework Entry and completed their Transcript Review, they will see an option to "View GPA".
  - This grid will show them categories by undergraduate year, graduate, overall, subject (DPD Science / DPD Professional), and by individual school.
- Programs:
  - Programs using WebAdMIT to review applicants will be able to see the same GPAs that are available to the applicants listed above.
  - Reviewers may also create "Local GPAs" to calculate program specific own GPAs for their purposes – this could include prerequisites, different subject matter, certain time frames, etc.
    - Ex: Science courses from Junior and Senior year only.

Q: How will Letters of Recommendation work in the new system?

- Letters of recommendation will be setup by individual programs in Q4, requested by applicants to writers as part of their application, and will include the following sections to be completed by the recommender:
  - Rubric/Rankings, Relationship to Applicant, Overall Recommendation, Text box entry or Letter Upload
- Letter writers will be given the option to "Reuse Letters of Recommendation" (which would allow you to submit one general recommendation for the applicant across multiple programs) or they can choose not to use the recommendation for all requests and instead fill out individual letters of recommendation for the applicant across different programs.
- Letter writers will receive an email request when an applicant requests an LOR.
- Writers will login to Letters by Liaison to complete all Letters of Recommendation requested.
  - This will serve as a portal where writers see requested, in progress, or completed letters all in one place for all applicants.
- Reference writers will be required to answer questions about the applicant and will have the option to fill in the text boxes with comments or upload a letter.

Q: How does the Declaration of Intent / Verification Statement work now?

- Applicants will enter their DPD Director's information in the Supporting Information section of the core application (Tile: DPD Documents). Applicants that are not earning, or do not have, a DPD verification statement do not complete this section of the application.
- DPD Director will receive an email directing them to login to Letters by Liaison (the same portal used for Letters of Recommendation).
- The Evaluation TYPE will differ, depending on if it's a Declaration of Intent / Verification Statement or a Letter of Recommendation.
- The DPD Director will fill out the form – either the Verification Statement section **or** the Declaration of Intent section – and submit.
- The application will not be COMPLETE until this form is received; however, the applicant can still submit their application.
- If an applicant needs to update this form mid cycle – example: they submitted to a Spring 2023 internship with a Declaration of Intent filled out by their DPD Director, but a few months later they want to apply to a Fall 2023 internship and they now need a Verification Statement from the DPD Director – the applicant will need to reach out to the DICAS Applicant Help Center and ask for the form to be reopened. Then they'll be able to resubmit the form and the DPD Director can fill it out brand new.
- DPD Directors will not be able to assign a delegate to complete the Verification Statement or Declaration of Intent.
    - However, there is an option to forward the email to a secondary member, ask them to sign in as a Guest, then complete the form on your behalf. The next time you login as yourself, you'll see the work they did and can review and submit at that point.
    - They will need to let you know when they've completed their section as there is no way for them to trigger you to go in and complete the form.

Q: How will it work if applicants need to apply again after not matching in Spring '22 or Fall '22?

- If an applicant applied in the DICAS 2.0 platform in the Spring or Fall 2022, the applicant will need to start over in the new application portal.
- No information is carried over from the DICAS 2.0 to DICAS 3.0 platform.
- In future DICAS 3.0 cycles, some application content is carried over. Specific content is listed in the help center.

Q: How does a student submit and complete their application?

- An applicant can submit their application when they have completed the first three quadrants and the program specific quadrant of the program they wish to apply.
- A DPD applicant can submit their application after *requesting* the Declaration of Intent or Verification Statement from their DPD Director, Letters of Recommendation and/or Transcripts. Once those steps have been initiated, the applicant can submit their application.
- The application will become COMPLETE when all of those items have been received and attached to their application, such as:
    - Letters of recommendation
    - Transcripts or Foreign Evaluations
    - Declaration of Intent / Verification Statement for DPD applicants

- An applicant can apply to one program at a time and does not need to submit all applications at the same time. New items may always be added to the application after a submission. I.e. new coursework, new experiences, and program specific materials with new programs to which one has not yet submitted.

Q: What setup/configuration is still left up to the programs and what is in the program specific section of the application?

- Along with transcripts and coursework, applicants will submit the Resume/CV and DPD Course List Form (for DPD applicants) as required elements in the core application.
- Within the program specific section, programs have the OPTION to request or require any of the following:
  o [Supplemental questions](#)
    ▪ Programs can ask program specific questions to the applicant, such as "How did you hear about our program" or "which program option are you interested in," for example.
  o [Additional documents](#)
    ▪ Most programs will ask for a Personal Statement in this section. Programs may decide what they content or questions they want addressed in the personal statement.
  o [Letters of recommendation](#)
  o [Prerequisites](#) (this will require that the applicant identify prerequisites the program setup based on the courses the applicant entered earlier in the application)

Q: What is the new application cycle?

- For the first cycle, DICAS 3. 0 2022-2023, the application will open on October 4, 2022 and close in mid-July 2023.
- Moving forward, the previous cycle will always close in mid-July and the new cycle will open a few days later.

Q. If applicants choose to have DICAS enter all their coursework through the transcript entry process, how much does it cost?

- The cost breakdown is $75 for entering 1-3 transcripts: $100 for 4-6 transcripts and $150 for 7 or more transcripts.
- See the [Professional Transcript Entry (PTE) page](#) in the Help Center for more details.

Q. Can I set up a test account?

- Anyone is able to login to dicas.liaisoncas.com and create a test account.
- We recommend that you include "test" somewhere in your name to help programs identify legitimate prospects and applicants.
- We also recommend that you DO NOT add other programs to your cart at any time, in order to keep their numbers clean. If you wish to test out your own application in Q4 in the live environment, that is your prerogative.