Read this before completing and submitting online LEAD application!

Official transcripts must be submitted by the deadline to the mailing address below:
UT Health San Antonio School of Dentistry
Hispanic Center of Excellence (HCOE)
7703 Floyd Curl Drive, MC 7914
San Antonio, TX 78229-3900

Or if your school sends official transcripts electronically, please email HCOE@uthscsa.edu.

Recent headshot photos must be submitted by the deadline, to HCOE@uthscsa.edu; include your First Name, Last Name, session code, and ‘photo’ in the subject line. Also include your session code in the body of your message.

- There is only one application for all LEAD programs.
- If you are a returning applicant and would like to access last year’s application to update it only, please contact HCOE@uthscsa.edu for your revised session code to re-enter your application.
- If you are a new applicant: when you click on the link for the LEAD application for the very first time, please click on ‘start a new registration session’ to generate a session code; make a notation of this code.
- It is important that you click on the check box on the Registration page to receive an automated email; the email message will be sent to the email address you indicate on registration page and will include your specific session code and a link to your application.
- You can use this link and session code to resume, re-enter, or revise your application if necessary (before you finally submit). Returning applicants: if you requested a new session code to update last year’s application, make sure to wait for your new session code and use it to re-enter your application. Update application as needed.
- Please note you can only navigate through the application page by page, by using the ‘previous’ and ‘next’ buttons; you can see a list of the pages in the sidebox, but you cannot navigate to any page from there.
- Information you enter on each page will not be saved until you click ‘next.’
- Use your mouse to click on fields or tab from field to field (if you click ‘enter’ you will be sent to the previous page)
- There is no ‘save for now and submit later’ or ‘exit’ button on the application so if you start and need to exit, click the ‘next’ button to save your data and then, simply close the window.
- If you wish to return to the first page (Registration page), click on the purple banner at the top left (LEAD Application – Registration Page) - this could be faster than navigating page by page, depending on where you are in the application.
- Make sure to answer each question even if your answer is “not applicable” (NA).
- On page 15, you will indicate two (2) faculty/health advisors for recommendations.
- Important: regarding the ‘check’ boxes on page 15 -- a request for a recommendation will automatically be sent directly to that faculty after you 1) check the boxes and 2) click the next button on that page. So please be sure to check these boxes only when you are ready to send form. If you aren’t sure, or need to wait to talk to the faculty, then do not yet check the boxes; but please be sure to go back into the application at a later time using your session code to take care of this (must be done before you finally submit application).
- Please let the recommending faculty know that they will receive an automated email from a ‘no-reply’ email address, which will include a link; this is what they will use to complete and submit their electronic recommendation by the deadline. Please do not ask your recommending faculty to send an email or a letter. If they have technical issues with the link or did not receive it, please contact HCOE@uthscsa.edu or have them contact HCOE at same address.
- You will have an option to print your application on the last page (select 50% at the ‘scale’ option, select letter size, and select portrait, to make sure all the questions/answers appear on your print).
- You should not re-enter application after you finally submit. You will be able to click the back button, however, any changes you make at that point, will not be saved; please contact us at HCOE@uthscsa.edu with any updates or changes to your application.

Please carefully read through the FAQ at http://dental.uthscsa.edu/LEAD/faqs. If you have questions that are not answered there, feel free to send us a message at HCOE@uthscsa.edu.