



**Read all information below prior to submitting your online LEAD application.
Not following these instructions could delay the review of your application.
(reading time 5-6 minutes)**

OFFICIAL HARD COPY TRANSCRIPTS

Official transcripts must be submitted by the LEAD application deadline to the mailing address below:

**Director, LEAD Program
San Antonio School of Dentistry
UT Health San Antonio
7703 Floyd Curl Drive, MC 7914
San Antonio, TX 78229-3900**

OFFICIAL ELECTRONIC TRANSCRIPTS

If your school sends official transcripts electronically, please send to HCOE@uthscsa.edu.

HEADSHOTS

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

LEAD ONLINE APPLICATION

There is only one LEAD application. Once you are selected for the Program, you will be placed in LEAD1, LEAD 2, or LEAD 3.

RETURNING APPLICANTS

If you are a returning applicant and would like to access a previous year's application to update only and not start over, please contact HCOE@uthscsa.edu for your revised session code in order to re-enter that previous application. If you do so, be sure to wait for your new revised session code (sent from the School of Dentistry) and use it to re-enter your application. Please note, you are still required to submit an updated headshot.

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NEW APPLICANTS

If you are a new applicant: when you access the LEAD application for the first time, please click on 'start a new registration session' to generate a session code; make a notation of this code to be on the safe side, but also be sure to check the box on the registration page, in order to receive an automated email with the code.

ALL APPLICANTS

- LEAD application acknowledgement page - be sure to read all of the program requirements on LEAD webpage (also listed on acknowledgement page of online application) and if appropriate, check the boxes to indicate you have 'read, understand, and comply.' **Only applicants who meet these qualifications will be considered for the Program; by checking the box you are indicating that you understand this.**
- 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 provide on registration page, and will include your session code as well as a link to your application.
- You will use this link and session code to start your application, resume, re-enter, or revise your application if necessary (before you finally submit). *Returning applicants: if you requested a new session code to update a previous year's application, be sure to wait for your revised session code and use it to re-enter your application. Update application as instructed in that message.*
- Use the 'previous' and 'next' buttons to navigate through the LEAD application; you can see a list of the pages in the side box, but at this time, you cannot navigate to any page from the side box.
- **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 may be sent to the previous page)
- If you start the online application and need to exit before submitting, *click the 'next' button to save your data, and then simply, close the window. At this time, there is no 'save for now' or 'submit later' button.
- Be sure to answer each question on the online LEAD application, even if your answer is "not applicable" or "N/A". Leaving blanks could delay the application process.
- **ONLINE RECOMMENDATIONS** (we no longer accept hard copy 'letters of recommendation' or email letters). On page 15, you will provide two (2) faculty and/or health advisors for online recommendations.
 - Important: regarding the 'checkboxes' on page 15—only check these boxes when you are ready to send the automated online request for recommendation form to your intended recommending faculty.

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- A request for a recommendation will automatically be sent directly to faculty *after* you have done the following:
 - check the boxes and
 - click the next button on that page.
- If you need to *wait* to talk to the faculty, etc., then do not yet check the boxes.
- If that delay occurs, be sure to go *back* into the application at a later time (but before submitting), using your session code to take care of this part of the application process.
- **Please let the recommending faculty know the following asap:**
 - Faculty will receive an automated email from 'no-reply@uthscsa.edu' and it could go to their junk/spam email box (in some cases the no-reply address could cause it to be blocked on their end). If you believe this has happened, send an email to HCOE@uthscsa.edu and include Faculty's contact information and email address.

- In that automated email, Faculty will receive a link and use the link to complete and submit their electronic recommendation on your behalf, by the deadline.
 - Faculty have a different deadline: April 15. If necessary, they can have more time, please have them contact us at LEAD@uthscsa.edu.
- **Do not ask your recommending Faculty to send a letter by email or a letter by regular mail. If they have technical issues with the link or do not receive it, please contact HCOE@uthscsa.edu or have them call 210-567-0478.**
- Both recommending Faculty members must be listed on LEAD application and notified before you submit application.

- 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). Or snapshot your pages, that might be easier.
- **You should not re-enter your LEAD application after you finally submit.**
- **Important: although you will be able to click the back button, any changes you make at that point, will not be saved.**
- If you have any updates or changes to your application after submitting, please contact us at Please carefully read through the FAQ at https://dental.uthscsa.edu/LEAD/faq_new.php. If you have questions that are not answered there, feel free to send us a message at HCOE@uthscsa.edu.

Revised 03.20.2023