

What is CSDCAS?

CSDCAS is the Communication Sciences and Disorders Centralized Application Service. Some of the programs that offer the clinical doctorate in Audiology and the clinical master's degree in Speech-Language Pathology have chosen to participate in this service.

How can I send my letters through CSDCAS?

CSDCAS requires several components for each Letter of Reference (LOR): a CSDCAS cover sheet signed by the applicant, a CSDCAS evaluation sheet filled out and signed by your evaluator, and a letter from your evaluator. CSDCAS requires a minimum of three letters and allows a maximum of five letters. It is important that you review the letter requirements for each school to which you will apply, as requirements for the letters may differ by program.

You have several options for how you can send your letters to CSDCAS:

1. If you already have letters in The Career Center's Letters of Evaluation (LEO) service

- You will enter your evaluator in CSDCAS as a paper reference type. Once this has been entered, you must print out the Reference Request Form, sign it, and provide it to your evaluator. You must create a CSDCAS Reference Request Form for each evaluator, and ask your evaluator to complete this form EVEN if this individual has already completed a LEO form. CSDCAS will only accept letters that have the CSDCAS Reference Request Form. Your evaluators can submit these forms to The Career Center, and they will be included within your LEO file.
- You may select up to five letters to be sent to CSDCAS in one LEO mailing. The original CSDCAS Reference Request Form for each evaluator will be attached to each evaluator's letter.

2. If you plan to have your evaluators submit their letters to LEO

- You must create a CSDCAS Reference Request Form for each evaluator. You will need to ask each evaluator to complete a LEO form, a CSDCAS Reference Request Form, and a letter.
- You may select up to five letters to be sent to CSDCAS in one LEO mailing. The original CSDCAS Reference Request Form for each evaluator will be attached to each evaluator's letter.

3. If you plan to have your evaluators submit their letters directly to CSDCAS

- You will enter your evaluator's information in CSDCAS, and select either paper or electronic format for the letter (determine the preferred format with your evaluator).

If CSDCAS can handle my letters, what are the benefits of using LEO?

CSDCAS will only allow your evaluators to submit letters for the purpose of applying to Audiology or Speech-Language Pathology schools. The Career Center's Letters of Evaluation (LEO) service provides you with additional benefits:

- You can open your LEO file at any time: You can contact your evaluators so they can start writing letters even if you're not currently applying. Once you're ready to apply through CSDCAS, then you will only need to ask them to complete the Reference Request Form.
- Letters in LEO are sent via UPS: You can track the letters to ensure they have been received. This also allows you to follow up if processing errors occur through application services or admissions offices.
- Your LEO file is good for ten years: LEO letters can be used for other graduate or professional school applications. Asking your evaluators to write their letters for "graduate/professional study" would offer you this flexibility. In addition, your information will not be stored in CSDCAS if you need to reapply. With LEO, you would still be able to use your letters in a future application cycle, or for different educational goals.
- You have twelve spaces for letters within LEO: You may have more than five evaluators you are considering for your letters. Before CSDCAS opens each year and you can review individual school requirements for letters, you can secure and store your letters. Once CSDCAS opens for the year in which you are applying, you can select which letters you will use for your application.

For more information on CSDCAS, please visit www.CSDCAS.org.



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