PHARMCAS

Pharmacy College Application Service

Application Instructions

FOR FALL 2015 ENROLLMENT

Welcome to PharmCAS

The American Association of Colleges of Pharmacy (AACP) is pleased to welcome you to the Pharmacy College Application Service (PharmCAS). This centralized service allows applicants to use a single application and one set of materials to apply to multiple Pharm.D. degree programs and/or graduate programs in the pharmaceutical sciences. PharmCAS collects and processes applications to pharmacy programs that participate in this service. Applicants who apply through PharmCAS submit a complete web-based application comprised of biographical data, post-secondary institutions attended, academic course history, work experience, extracurricular activities, and a personal statement. It is the applicant's responsibility to read and follow all PharmCAS and degree program-specific instructions.

PharmCAS is for first-year professional pharmacy degree applicants and applicants to Masters and Ph.D. programs in the pharmaceutical sciences only. High school students, BS of Pharmacy degree graduates, and current student pharmacists who wish to transfer to another pharmacy degree program should contact institutions directly for instructions.

PharmCAS Contact Information

Check your application status on-line! To view the real-time progress of your file, login to your PharmCAS application and select the STATUS menu option. Please do not call or email PharmCAS until you have read the instructions, checked your status on-line, reviewed your email account for any PharmCAS messages, and read the Frequently Asked Questions section. Note: PharmCAS processing may take up to five weeks after your application, transcripts, and payment is received.

If you still have questions, contact PharmCAS staff. Provide your PharmCAS ID Number and name in all communication. Allow up to 3-business days for PharmCAS to respond to your inquiry. PharmCAS will only discuss an application with the applicant and the applicant's designated pharmacy schools. Staff will not discuss an application with a parent, spouse, relative, friend, or employer.

Hours: Monday-Friday (9:00 a.m. - 5:00 p.m. EASTERN Time)

PharmCAS
P.O. Box 9109
Watertown, MA 02471
617-612-2050
TTY line: 617-612-2060

info@pharmcas.org

PharmCAS MAILING ADDRESS - OVERNIGHT AND EXPRESS (not recommended)

If you are sending materials to PharmCAS with an overnight or express carrier (e.g., FedEx), use the PharmCAS street address below.

PharmCAS
c/o Liaison International
311 Arsenal Street
Suite 15
Watertown MA 02472
Phone: 617-612-2050

PLEASE NOTE: You must include "Suite 15" in the PharmCAS address. PharmCAS will not receive your package if the suite number is missing or if the package arrives on a weekend or Federal holiday. Express delivery does not guarantee delivery or expedite the processing of your application file.

All other materials sent via regular mail must be shipped to the PharmCAS P.O. Box address.

Applicant Responsibilities

You are responsible for properly completing your application, sending your supporting documentation and fees to PharmCAS on time, AND regularly checking the status of your file online by logging onto your PharmCAS web application. PharmCAS applicants to colleges and schools of pharmacy agree to abide by certain rules and requirements.

PharmCAS applicants will:

- Be responsible for **learning the application procedures** and admission prerequisites of each designated pharmacy program;

- **Arrange for official transcripts from all U.S. postsecondary institutions attended to arrive at the PharmCAS office by the school's application deadline**;

- Use the PharmCAS **Transcript Request Form** to arrange for all official U.S. transcripts to be sent to PharmCAS;

- Provide **ALL** required information on the PharmCAS application accurately and in a timely manner;

- Abide by the PharmCAS program's application deadline;

- Arrange for PharmCAS to receive a course-by-course **Transcript Evaluation Report** for all **international** institutions attended, if required by the applicant's designated pharmacy programs;

- **Respond immediately to ALL notices and questions received from PharmCAS** and each program to which they apply (Applicants are responsible for checking their personal email and PharmCAS accounts for these important notices and questions!);

- **Print** a copy of the completed PharmCAS application before e-submitting the form to PharmCAS.

- Agree to submit the correct PharmCAS application **fee** and any additional program supplemental fees that may be required on time;

- Use the PharmCAS **Payment Form** to submit money order fee payments to PharmCAS (credit card payments preferred);

- Arrange for up to four (4) **letters of reference ("recommendation" or "evaluations")** to be sent to PharmCAS;

- Provide ALL required information on the **supplemental application**, if required by the program you are applying to, accurately and in a timely manner;

- Respond promptly to programs, either to accept or to decline interview invitations and offers of admission;

- Provide proper interview cancellation notice to programs according to the Interview No-Show Policy;

- Notify programs of any violation or institutional action (i.e. academic sanction, etc.) that occurs after an applicant e-submits their PharmCAS application;

- **Check application status online** by logging onto the PharmCAS web application;

- **Promptly** notify PharmCAS of any change in contact information before April 1;

- **Promptly** notify all designated degree programs of any change in contact information after April 1;

- Contact degree programs directly regarding questions about admission decisions, program-specific admissions criteria, and other program-specific information; and

- **Log off** the PharmCAS web application after the completion of each entry or review session to protect against unauthorized access of application information submitted to the Service.

Applicant Code of Conduct

Preamble

Once admitted to a professional pharmacy program, students are considered to be members of the pharmacy profession and therefore bear the responsibility to adhere to the professional, ethical, and legal standards prescribed for the practice of pharmacy and their college or school of pharmacy. The ethical and legal responsibilities of student pharmacists are typically reviewed during orientation to the professional program and throughout the time the student is enrolled in school. Graduate students in the pharmaceutical sciences are also held to high ethical and legal standards of research conduct and receive significant training early in their graduate

Applicants to pharmacy degree programs, although not yet members of the pharmacy or research professions, are likewise bound to legal and ethical standards of behavior during the admission process. Colleges and schools of pharmacy are encouraged to admit applicants with a high level of professionalism or professional potential.

The Applicant Code of Conduct code provides an explicit statement of applicant responsibilities and expected standards of performance and behavior. It is drawn from the ethical principles of the Code of Ethics for Pharmacists as well as the Responsible Conduct of Research values. Misconduct in any of the principles defined in the code will not be tolerated. Any applicant found to have violated the principles of conduct risks losing the privilege of applying to or entering the pharmacy profession and/ or becoming a research scientist.

As an applicant to the pharmaceutical research sciences or the profession of pharmacy, I pledge to:

- Act with honesty and integrity throughout the admission process when interacting with school admissions officers, admission committees, and PharmCAS staff.

- Respect the knowledge, skills and values of those involved in the admission process, including the faculty and staff at schools or colleges of pharmacy and PharmCAS staff.

- Respect the autonomy and dignity of fellow applicants, admission staff, college or school faculty, staff, and students, and anyone involved in the admission process.

- Be responsible and accountable for my actions and personally manage and respond to all matters related to my application.

Principles

The following section describes the principles that are the foundation of the Applicant Code of Conduct. The discussion that accompanies each principle is not intended to provide an exhaustive list of all possible situations or examples that may be considered to be violations of the Code.

As an applicant to the profession of pharmacy, I pledge to:

- ***Act with honesty and integrity throughout the admission process when interacting with school admissions officers, admission committees, and PharmCAS staff.***

  Integrity is an obligation that requires each applicant to provide information honestly. Applicants must not falsify information (for example, make a false claim to be an officer in an

organization, falsify work experience, plagiarize your personal essay or provide altered transcripts). Applicants must also reveal information about previous legal offenses pertinent to admission to a professional program (for example, previous felony convictions or drug or alcohol offenses) – this information may not apply to graduate program applicants. An applicant should accurately represent herself or himself to staff and others during the admission process. It is inappropriate to contact admission staff to inquire about an application claiming to be someone else.

- ***Respect the knowledge, skills and values of those involved in the admission process, including the faculty and staff at schools or colleges of pharmacy and PharmCAS staff.***

  It is unacceptable for an applicant to disparage the competence, knowledge, qualifications, or services of faculty and staff involved in the admission process. It is inappropriate to imply in word, gesture, or deed that an application has been poorly managed or the applicant mistreated by a staff member without tangible evidence. Professional relations among all members of the admission committees at schools of pharmacy, PharmCAS staff and applicants should be marked with civility. Thus, slanderous comments, uncivil language and abusive behavior should be avoided, and each person should recognize and facilitate civil behavior among all involved in the application process.

- ***Respect the autonomy and dignity of fellow applicants, admission staff, college or school faculty, staff, and students, and anyone involved in the admission process.***

  The applicant should use the highest professional courtesy when interacting with fellow applicants, admission staff, college or school faculty, staff, and students, and anyone involved in the admission process. Offensive or threatening comments via e-mail or voice mail messages or any other form of verbal or nonverbal communication will not be tolerated. Inappropriate behavior includes the use of language, gestures, or remarks with sexual overtones. Applicants should maintain a neat and clean appearance, and dress in attire that is generally accepted as professional by faculty and staff during their interview and when meeting with anyone to discuss admission to a professional pharmacy program.

- ***Be responsible and accountable for my actions and personally manage and respond to all matters related to my application.***

  Applicants to a professional pharmacy degree program or to a graduate program in the pharmaceutical sciences must demonstrate responsibility by taking ownership of all aspects related to the application process. Applicants are expected to review application materials from PharmCAS and degree programs to which they apply. It is the applicant's responsibility to meet deadlines, provide information as requested, and follow the admission process for each school or college to which they apply. Applicants, not PharmCAS, are responsible for promptly correcting any errors or omissions identified in the applicant's file.

  Applicants are expected to respond to constructive feedback from admission staff and faculty by appropriate modification of their behavior. If an applicant has a question about the pharmacy admissions process after exhausting all available online and printed resources, the applicant should contact the appropriate PharmCAS or pharmacy school admissions office directly for clarification. Staff will not discuss an application with an applicant's parent, spouse, relative, friend, or employer regardless of who submits the fee payment. The PharmCAS fee payment does not relieve applicants of the obligation to properly submit all requested data and application materials by the deadline.

  Applicants who have not been accepted may consult admission staff to learn how they may correct deficiencies in their application or academic performance or seek to learn more about admission criteria for schools to which they may apply, but should remain respectful of decisions made by those involved in the admission process.

Violation Policy

Misconduct, as defined in the Applicant Code of Conduct, and all forms of dishonesty, will not be tolerated in the application process. Degree programs from colleges and schools of pharmacy will determine whether an applicant has violated the Code of Conduct and will report this to a Conduct Review Committee, which is a sub-committee of the PharmCAS Advisory Committee that will confirm if a violation has occurred and whether sanctions should be imposed. Sanctions imposed by the degree programs and the PharmCAS Advisory Committee include, but are not limited to, revocation of application, or sharing information with admission committees about the applicant's behavior. Any applicant found to have violated the principles of conduct risks losing the privilege of applying to or entering the pharmacy profession and/ or becoming a research scientist. Conduct violations will be communicated to all schools and colleges of pharmacy in the U.S. as well as other health education associations.

If you are found to have violated the Applicant Code of Conduct, AACP offers the option of one written appeal (via email). Such appeal must be requested in writing to AACP within 10 business days of the notification to the applicant of the determined violation and sanctions. The specific timing of the appeal process is determined by the timing of the applicant's submission of materials for the Conduct Review Committee's consideration. Specifically, the applicant may submit material separately and after submitting the notice of appeal. The members of the original Conduct Review Committee involved in the determination will review the request for appeal and any new information provided. Any reversal of the violation determination will be communicated to all parties previously notified.

PharmCAS School List

Pharm.D. PROGRAMS

The following pharmacy Pharm.D. programs are participating in PharmCAS for fall 2015 enrollment. If you wish to apply to the first professional pharmacy (Pharm.D.) degree program at any of these institutions, you must apply through PharmCAS. For a school's contact information, please visit the School Directory on the [PharmCAS web site](#).

Albany College of Pharmacy – Albany, NY	MCPHS - Worcester
Albany College of Pharmacy – Colchester, VT	Mercer University
Appalachian College of Pharmacy	Michigan, University of
Arkansas, University of	Midwestern University – Downers Grove
Auburn University	Midwestern University – Glendale
Belmont University	Minnesota, University of
Buffalo - SUNY, University at	Mississippi, The University of
Butler University	Missouri - Kansas City, University of
California Health Sciences University	Nebraska, University of
California - San Diego, University of	New England, University of
California - San Francisco, University of	New Mexico, The University of
California Northstate University	North Carolina at Chapel Hill, The University of
Campbell University	North Texas, University of
Cedarville University	Northeast Ohio Medical University (NEOMED)
Chapman University	Northeastern University
Charleston, University of	Notre Dame of Maryland University
Chicago State University	Nova Southeastern University
Cincinnati, University of	The Ohio State University
Colorado, University of	Oklahoma, The University of
Concordia University Wisconsin	Oregon State University
Connecticut, University of	Pacific, University of the (CA)
Creighton University	Pacific University Oregon
Drake University	Palm Beach Atlantic University
D'Youville College	Philadelphia College of Osteopathic Medicine
East Tennessee State University	Pittsburgh, University of
Fairleigh Dickinson University	Presbyterian College
Ferris State University	Puerto Rico, University of
Findlay, The University of	Purdue University
Florida, University of	Regis University
Georgia, The University of	Roosevelt University
Harding University	Rosalind Franklin University
Hawaii-Hilo, The University of	Roseman University of Health Sciences
Houston, University of	Saint Joseph, Univeristy of
Howard University	Samford University
Husson University	Shenandoah University
Illinois at Chicago, University of	South Carolina College of Pharmacy
Incarnate Word, University of the	South College – TN
Iowa, The University of	South Florida, University of
Keck Graduate Institute	South University – GA
Kentucky, University of	South University – SC
LECOM - Brandenton	Southern California, University of
LECOM - Distance Education Pathway	Southern Illinois University Edwardsville
LECOM - Erie	St. John Fisher College
Lipscomb University	St. Louis College of Pharmacy
Loma Linda University	Sullivan University
Long Island University	Temple University
Louisiana at Monroe, The University of	Tennessee, The University of
Manchester University	Texas A&M Health Science Center
Marshall University	Texas at Austin, The University of
Maryland, University of	Texas at Tyler, The University of
Maryland Eastern Shore, University of	Texas Southern University
MCPHS - Manchester	Texas Tech University

Thomas Jefferson University
Touro College - NY
Touro University - CA
Union University
Utah, The University of
University of the Sciences in Philadelphia
Virginia Commonwealth University
Washington, University of
Washington State University
Wayne State University

West Coast University
West Virginia University
Western University of Health Sciences
Western New England University
Wingate University – Hendersonville, NC
Wingate University – Wingate, NC
Wisconsin - Madison, University of
Wyoming, University of
Xavier University

GRADUATE PROGRAMS

The following schools with graduate degree programs are participating in PharmCAS for fall 2015 enrollment. If you wish to apply to the participating graduate degree program for these institutions, you must apply through PharmCAS. For information about participating degree programs and the degree program's contact information, please visit the School Directory on the PharmCAS web site.

Albany College of Pharmacy and Health Sciences – MS, Health Outcomes Research
Albany College of Pharmacy and Health Sciences – MS, Molecular Biosciences
Albany College of Pharmacy and Health Sciences – MS, Pharmaceutical Sciences
Concordia University Wisconsin – MS, Pharmaceutical/Chemical Product Development
Nova Southeastern University – PhD, Pharmacy
The University of Arizona – MS, Pharmacology & Toxicology
The University of Arizona – PhD, Pharmacology & Toxicology
The University of Arizona – MS, Pharmaceutical Sciences
The University of Arizona – PhD, Pharmaceutical Sciences
University of Pittsburgh – MS, Pharmaceutical Sciences
University of Pittsburgh – PhD, Pharmaceutical Sciences
University of Pittsburgh – Other (NTMS), Pharmaceutical Sciences
West Virginia University – PhD, Health Outcomes

2014-2015 Application Cycle

Below are important dates and general deadlines for PharmCAS.

May 16, 2014	- Regular registration deadline for July PCAT examinations.
July 2, 2014	- Regular registration deadline for Sept PCAT examinations.
July 14, 2014	- PharmCAS launches 2014-2015 application
July 17, 18, 2014	- July PCAT examination dates
September 2, 2014	- Early Decision deadline for applicants
September 3-5, 2014	- September PCAT examination dates
September 26, 2014	- Regular registration deadline for early/mid-October PCAT examinations.
October 6, 16, 2014	- early/mid-October PCAT examination dates
October 20, 2014	- Regular registration deadline for late Oct/early Nov PCAT examinations.
October 24, 2014	- Deadline for Early Decision degree programs to report admission decisions
October 27-31, 2014 Nov 3-7, 2014	- Late October/early November PCAT examination dates
November 3, 2014	- 1st Regular degree program application deadline
November 6, 2014	- Regular registration deadline for January PCAT examinations.
December 1, 2014	- 2nd Regular degree program application deadline
December 15, 2014	- Fall Academic Update window opens
January 5, 2015	- 3rd Regular degree program application deadline
January 6, 7, 2015	- January PCAT examination dates
February 2, 2015	- 4th Regular degree program application deadline
February 16, 2015	- Fall Academic Update closes
March 2, 2015	- 5th Regular degree program application deadline
April 1, 2015	- PharmCAS no longer accepts changes or materials for fall 2015 enrollment. PharmCAS 2014-2015 application cycle is closed.
April 15, 2015	- Spring Academic Update window opens
June 26, 2015	- Spring Academic Update closes

Technical Requirements

BROWSER REQUIREMENTS

For the optimal browsing of this site, we recommend using Internet Explorer 9.0 and above, Safari 5.1 and above, or the current and prior major versions of Mozilla Firefox or Google Chrome.

* Internet Access

* JavaScript is enabled (default setting for IE and Firefox)

* Cookies are enabled (default setting for IE and Firefox)

* Pop-up windows are used, so pop-up disablers should be disabled (default setting for IE and Firefox)

* 800 x 600 screen resolution (1024 x 768 or larger is preferred)

* It is recommended that the browser window be maximized to take up the entire screen

If a disability prevents you from accessing the web application, please contact PharmCAS at 617-612-2050 or email info@pharmcas.org.

NAVIGATING THE APPLICATION

Once you enter the application form, use the internal navigation bars, hotlinks, and options in the Status menu at the right of the application screen. Do not refresh pages or you will be logged out of the application.

E-MAIL

At times PharmCAS will use a bulk e-mail process to contact applicants. Some email providers use filters to prevent users from receiving "spam" (unsolicited, junk email). In some case, email filters may interpret an email from PharmCAS or a pharmacy school as "spam" and automatically delete a message to you about the status of your PharmCAS application. To avoid missing important PharmCAS emails, turn the "spam" or "junk" email filters off during the application cycle. If your email provider does not allow you to turn the filter off, you may have access to a "junk mail file" that archives all messages identified as sent to multiple addresses. Periodically check your spam/junk email file for PharmCAS or pharmacy school related messages. Add the email addresses info@pharmcas.org, noreply@pharmcas.org, donotreply@webadmit.org and anything from the *@sendgrid.me domain to your contacts to prevent messages from being delivered to spam. If you do not currently have an email address or are unable to turn off the spam/junk filters described, please establish a new email account. Below are a few free email services for you to consider. (This is not a comprehensive list and does not reflect an endorsement or guaranty of reliable service).

Yahoo - http://mail.yahoo.com/, Gmail – http://mail.google.com

Please make a note of the following:

- **The PharmCAS degree program deadline indicates the date you must submit your web application and official transcripts to PharmCAS. This is NOT the deadline by which your verified application must arrive at your designated programs.**

- Allow up to 5 weeks for PharmCAS to process and verify your application once your application and transcripts are received.

- Your pharmacy degree programs may require additional materials, including supplemental applications and letters of recommendation, before your application is considered.

- Pharmacy degree programs may not take all PharmCAS application fields into consideration in the admission decision process.

- **PharmCAS is not responsible for any materials lost in the mail or for delays caused by the registrar's office. Express or certified mail does not guarantee expedient processing, nor does sending transcripts express or certified guarantee receipt by PharmCAS**.

Repeat Applicants

If you applied, SUBMITTED , and PAID for your application to PharmCAS and your application was mailed to a pharmacy degree program in the previous cycle, you are eligible to have your application information imported to the new cycle. Please click the reapplicant link on the login page to proceed with creating a reapplicant account. **DO NOT CLICK "CREATE A NEW ACCOUNT" ON THE HOME PAGE.** If you began to fill out an application last year but never submitted it, PharmCAS can NOT carry over any information that was not submitted last cycle. You will have to create a new account and resubmit all information.

Your login information can remain the same. Please note that you will be assigned a new PharmCAS ID# and the barcodes on your transcript and reference request forms will be new. All Applicant Information, Academic History, Additional Information will be carried over. Repeat applicants have to request their PCAT scores from Pearson if they were sent before June 2014 (may not be applicable for graduate programs). Most application fields and **verified** transcripts (transcripts containing coursework calculated into your GPA last cycle by PharmCAS staff) will be imported into the new application. Once the import is complete, **IT IS THE APPLICANT'S RESPONSIBILTY TO GO OVER ALL IMPORTED INFORMATION AND ENSURE IT IS COMPLETE AND ACCURATE.** All imported information is locked so our staff knows what coursework we already verified from last year. **If you need to add additional coursework for a degree program you had listed last year, you must add the school a second time in the institutions attended section and add the coursework under the second entry. This will also give you access to the transcript request form. You must then delete planned/in-progress work you had listed last cycle and re-enter these courses as completed.**

Letters of recommendation, personal statements/narratives, payments, and transcripts containing updated coursework will NOT be carried over and must be resubmitted. The purpose for submitting new recommendations and a new personal statement is so that applicants can show how they have grown and developed professionally from the previous application cycle. You are strongly encouraged to avoid submitting the same personal statement and recommendations from the previous application cycle.

In addition, there are fields on the PharmCAS application which have changed or been added since last cycle which will NOT be filled in by the import. Applicants will have to go over ALL sections of the application and ensure these new sections are filled in, as it will not necessarily be readily apparent from your application checklist that something is missing if the field is not required.

Equal Opportunity Statement

The Pharmacy College Application Service (PharmCAS) and the American Association of Colleges of Pharmacy (AACP) value diversity and comply with all applicable local, state, and federal laws related to equal opportunity and non-discrimination. As such, they do not discriminate on the basis of race, ethnicity, national origin, sex, age, religion, creed, disability, sexual orientation, or veteran status in any of their policies, practices, or procedures.

CHECKLIST FOR APPLICANTS

This checklist is intended to help you prepare your application, but is **not intended** to be a substitute for the full application http://www.pharmcas.org/applicants/apptutorial.htm instructions. **The PharmCAS application is only one step in the pharmacy admissions process. You must meet all PharmCAS and degree program requirements before your application will be processed and reviewed.**

❑ Read ALL PharmCAS instructions carefully.

❑ If you wish, you may print your copy of the PharmCAS Application Instructions, or save the PDF file to your computer.

❑ Create your PharmCAS login account immediately to obtain your PharmCAS ID number.

❑ Use the "PharmCAS Transcript Request Form" to arrange for **ALL of your OFFICIAL transcripts from regionally accredited U.S. institutions to be received at the PharmCAS office by the application deadline!** If you do not submit the transcript request form with each transcript, your application file may be delayed in processing.

❑ Enter **ALL** of your U.S. coursework on your application using personal copies of your transcripts. Do not enter foreign courses.

❑ Arrange for your PCAT and TOEFL test scores to be sent directly to PharmCAS, if required by your designated pharmacy degree programs. **PharmCAS will match your PCAT scores to your application based on your PCAT CID. You MUST report your PCAT CID on your PharmCAS application.** Applicants who have PCAT scores and do not report a PCAT CID must contact PharmCAS at 617-612-2050.

❑ Contact your references to make them aware that you will be sending them an electronic reference from PharmCAS.

❑ Arrange for letters of reference to be electronically submitted to PharmCAS.

❑ Submit the correct PharmCAS fee to the service by the pharmacy degree program deadline. Credit card payments are preferred. If mailing a money order, attach the completed PharmCAS Payment Form. Pharm*CAS* does not accept check or cash payments.

❑ Review your application for accuracy. You cannot edit your application once it is e-submitted.

❑ Print or save your completed application for your personal records.

❑ Arrange for your summer and fall 2014 transcripts to be sent to PharmCAS as soon as they are available. Update your coursework during the Fall Academic Update.

❑ Check your email for important messages from PharmCAS. Periodically check your e-mail spam folder.

❑ Login to your application frequently to check the status of your application and to check for any messages that may not have been delivered to your e-mail.

PHARMACY DEGREE PROGRAM ADMISSION CHECKLIST

Visit the School Directory Pages for pharmacy degree program-specific instructions and requirements. **IF REQUIRED BY THE PHARMACY DEGREE PROGRAM**, you must

❑ Submit a supplemental application and fee directly to the pharmacy degree program by the deadline.

❑ Arrange for AP, IB, and other test scores to be sent directly to the pharmacy degree program.

❑ Arrange for letters of reference to be electronically submitted to PharmCAS (or sent directly to the pharmacy school, as per each pharmacy school's instructions.)

❑ Submit foreign transcripts to the appropriate pharmacy degree program or evaluation agency.

PharmCAS APPLICATION QUESTIONS

You may log onto your PharmCAS application to edit your personal application data as often as you wish until you submit your final application to PharmCAS. Please electronically save your application often. *Asterisk indicates a required field.

APPLICANT ACCOUNT INFORMATION

PCAT CID

PharmCAS will match your PCAT scores to your application based on your PCAT CID. **You MUST report your PCAT CID on your PharmCAS application** Applicants who have PCAT scores and do not report a PCAT ID must contact PharmCAS at 617-612-2050.

Last Name*, First Name*, Middle Name

Enter your full legal name. Do not use nicknames or parentheses to note alternate names. Please use proper case when entering your name ex: Jane Doe. **Please do not use all CAPS or all lower case letters.**

Suffix

(i.e., Jr., III) Leave blank, if not applicable.

Current Email Address*

Use this item to provide the email address where you can receive messages reliably. Check your messages frequently to ensure you have a working email address. This is a required field. If your email address changes, login to your PharmCAS account and edit your contact information on-line. After April 1, contact the pharmacy degree programs directly.

At times PharmCAS will use a bulk e-mail process to contact applicants. Some email providers use filters to prevent users from receiving "spam" (unsolicited, junk email). In some cases, email filters may interpret an email from PharmCAS or a pharmacy degree program as "spam" and automatically delete a message to you about the status of your PharmCAS application. To avoid missing important PharmCAS emails, turn the "spam" or "junk" email filters off during the application cycle. If your email provider does not allow you to turn the filter off, you may have access to a "junk mail file" that archives all messages identified as sent to multiple addresses. Periodically check your spam/junk email file for PharmCAS or pharmacy degree program related messages.

Add the email addresses info@pharmcas.org, noreply@pharmcas.org, donotreply@webadmit.org and anything from the *@sendgrid.me domain to your contacts to prevent messages from being delivered to spam.

If you do not currently have an email address or are unable to turn off the spam/junk filters described, please establish a new email account. Below are a few free email services for you to consider. (This is not a comprehensive list and does not reflect an endorsement or guaranty of reliable service). Yahoo http://mail.yahoo.com/ Gmail – http://mail.google.com

BIOGRAPHIC INFORMATION

Prior / Alternate Last Name and Prior / Alternate First Name

Enter any other name (i.e., maiden name) recorded on previous academic records, such as transcripts. Leave blank, if not applicable.

Preferred Address*

Select "Current" or "Permanent" to indicate the address where you can most reliably receive materials and correspondence mailed from PharmCAS and your designated

pharmacy degree programs. After April 1, contact your designated pharmacy degree programs for any changes to your address preference.

Current Mailing Address*

Use this item to provide the address where you can receive mail and/or messages reliably. If your address changes, login to your PharmCAS account and edit your current mailing address on-line. After April 1, submit change of address information directly to your designated pharmacy degree programs.

Current Mailing Address Until

If you expect to move from your current residence during the 2014-2015 application cycle, enter the date in which your current address is likely to change. Use the MM DD YYYY format.

Day Phone Number*

Use this item to provide the phone number where you can receive calls and/or messages reliably during normal business hours. If your phone number changes, login to your PharmCAS account and edit your information on-line. After April 1, submit phone number changes directly to your designated pharmacy degree programs. Use the xxx-xxx-xxxx format.

Evening Phone Number*

Use this item to provide the phone number where you can receive calls and/or messages reliably in the evening AFTER normal business hours. If your phone number changes, login to your PharmCAS account and edit your information on-line. After April 1, submit phone number changes directly to your designated pharmacy degree programs. Use the xxx-xxx-xxxx format.

Fax Number

Use this item to provide the FAX number where you can reliably receive faxed messages and correspondence from PharmCAS and your designated pharmacy degree programs. If you do not have fax number available, leave this item blank. Use the xxx-xxx-xxxx format.

Cell Phone Number

Use this item to provide the cellular or mobile phone number where you can receive calls and/or messages. Leave this item blank if you do not have a cell phone number available. If your cell phone number changes, login to your PharmCAS account and edit your information on-line. After April 1, submit phone number changes directly to your designated pharmacy degree programs. Use the xxx-xxx-xxxx format.

Permanent Address*

Enter your permanent and/or legal address information. You must reenter this information even if it is the same as your Current Mailing Address. If your address changes, login to your PharmCAS account and edit your current and/or permanent mailing address(s) on-line. After April 1, submit all change of address information directly to your designated pharmacy degree programs.

Permanent Phone Number*

Enter the phone number associated with your permanent and/or legal address information. If your phone number changes, login to your PharmCAS account and edit your information on-line. After April 1, submit phone number changes directly to your designated pharmacy degree programs. Use the xxx-xxx-xxxx format.

Preferred Phone Number*

Select the phone number where you can most reliably receive calls or voice mail messages from PharmCAS and your designated pharmacy degree programs.

- Current Day
- Current Evening
- Cell
- Permanent

After April 1, contact your designated pharmacy degree programs for any changes to your phone number preference.

PERSONAL DATA

Current Citizenship / Residency Status*

Select citizenship status at the time of application. Do not designate "permanent resident" unless you currently possess a valid Alien Registration Receipt Card (Green Card). If you are in the process of applying for an Alien Registration Receipt Card, but it has not yet been granted, you must select "Foreign Citizen". Not all pharmacy degree programs consider out-of-state residents, foreign pharmacy applicants and/or foreign permanent residents for admission. It is your responsibility to review the individual Directory Pages via the PharmCAS Web site "Directory," or contact your designated pharmacy degree programs directly for residency requirements. PharmCAS will not determine if you meet the residency requirements for a particular degree program.

Country of Citizenship*

Select country of citizenship. If the country is not listed, contact PharmCAS.

If a Foreign Citizen, Type of Visa

If you are a non-immigrant, select from the following list the type of visa you hold at the time of your application. Non-immigrant applicants who do not currently hold a valid visa type should select "None" from the list. Contact your designated pharmacy degree programs directly if your visa status changes after you submit your PharmCAS application.

Foreign students who are required to obtain a visa to attend a U.S. college or university are encouraged to begin the visa application process as soon as possible. The U.S. visa application process may take several weeks or months to complete.

F-1 Student	Visa Waiver WB
J-1 Student	Visa Waiver WT
J-1 Teacher, Researcher, or Trainee	Refugee
H1-B Employee	None
B-1 Visitor	Other

Permanent and/or Legal State of Residency*

(Required only for U.S. Citizens and U.S. Permanent Residents)

U.S. residents and citizens should enter only one state of residency. The state listed should be the state of legal residence at the time of application; NOT at the time of anticipated enrollment in a pharmacy degree program. Contact your selected pharmacy degree programs directly if you wish to claim multiple states of residency. If you do not have a legal residence in the United States, Puerto Rico, or U.S. territories, select "No State" from the menu list. Not all pharmacy degree programs consider out-of-state residents, PharmCAS does not make residency determinations.

Number of Years Residing in State

If Less Than or Equal to One (1) Year, Previous State of Residency

Enter number of years you have continuously lived in your designated permanent state of residency. If one year or less, answer the next question regarding your previous state of residency. Contact your selected degree programs directly if you have questions about your residency status.

Is English your native language?*

Indicate whether or not English is your native language.

Pharm.D. and graduate students interact with people from many backgrounds.

Indicate any language, other than English, in which you feel comfortable conversing.

Select your language from the drop down menu.

Place of Birth (City, State, Country)*

If the country is not listed, contact PharmCAS.

Date of Birth*

PharmCAS uses your date of birth to help verify your identity. Pharmacy degree programs may use data of birth information to generate student identification numbers.

Gender

Select male or female. (Optional – Used for Statistical Purposes Only)

Ethnic / Racial Identity

Please select your ethnic identity as Not Spanish/Hispanic/Latino/Latina or as Spanish/Hispanic/Latino/Latina.

You may indicate your racial identity by selecting all that apply from the categories below. If none of the racial categories apply, select "other" and enter your preferred racial designation in the box provided. (Optional – Used for Statistical Purposes Only).

American Indian or Alaska Native
Asian
    Asian Indian
    Chinese
    Filipino
    Japanese
    Korean
    Other, Asian
        Specify if other _____
    Pakistani
    Vietnamese

Black or African American
Native Hawaiian or Other Pacific Islander
    Guamanian or Chamorro
    Native Hawaiian
    Other Pacific Islander
        Specify if other _____
    Samoan
White

Special Life Circumstances

Please describe any special life cricumstances. These include but are not limited to the following: raised in a single parent home, socioeconomic status of family, first generation attending college, overcoming adversity, resident of an underserved area or an area with a health professions shortage, race and ethnicity, and cultural background.

Military Experience*

Indicate your anticipated U.S. Military status at the time of your application.

- o On Active Duty
- o Veteran
- o Member of Reserve or National Guard
- o Military Dependent
- o Other
- o Not a member of the military/Not applicable

Have You Previously Enrolled in a Pharmacy Degree Program?*

Select "Yes" if you previously matriculated into a professional B.S. of Pharmacy or Pharm.D. degree program anywhere in the world, regardless of whether you completed a term or degree. Pharmacy technician and pre-pharmacy programs do not qualify.

❑ **If yes, specify college or school of pharmacy**. Select pharmacy institution from list.

❑ **Are you eligible to return to the pharmacy degree program**? Yes or No. This should only be marked if you have previously been enrolled in a pharmacy degree program. Add this to the instructions for the section too. Your designated pharmacy degree programs may require additional information.

Have you previously applied through PharmCAS?

Select "Yes", if you previously submitted a PharmCAS application. See the Repeat Applicants section for instructions on the re-applicant process.

BACKGROUND

Institutional Action*

Were you ever the recipient of any action (e.g., a grade lowering penalty, failing grade, disqualification, suspension, probation, dismissal, etc.) by any faculty member, college, or university, PharmCAS or health licensing board for <u>academic or professional misconduct</u> (e.g., cheating, plagiarism, harassment, misuse of university facilities, stealing destroying or damaging university property etc.)?

If you respond "Yes", please provide an explanation in the box provided. If you answer "Yes", you will <u>not</u> automatically be disqualified from admission to a pharmacy degree program. Pharmacy degree programs understand that many individuals learn from the past and emerge stronger as a result. Full disclosure will enable pharmacy programs to more effectively evaluate this information within the context of your credentials. If you fail to provide accurate information when answering this question, you may jeopardize your application.

❑ **Explanation – Institutional Action**

If you answered "yes" to the previous question, enter a brief explanation in the box provided. In your explanation, include a 1) brief description of the incident 2) specific charge made, 3) consequence, and 4) a reflection on the incident and how the incident has impacted your life.

Were you ever the recipient of any action (e.g., disqualification, suspension, probation, dismissal, etc.) by any college or university for <u>unacceptable academic performance</u>?

If you respond "Yes", please provide an explanation in the box provided. If you answer "Yes", you will <u>not</u> automatically be disqualified from admission to a pharmacy degree program. Pharmacy degree programs understand that many individuals learn from the past and emerge stronger as a result. Full disclosure will enable pharmacy programs to more effectively evaluate this information within the context of your credentials. If you fail to

provide accurate information when answering this question, you may jeopardize your application.

❑ **Explanation – Institutional Action**

If you answered "yes" to the previous question, enter a brief explanation in the box provided. In your explanation, include a 1) brief description of the incident 2) specific charge made, 3) consequence, and 4) a reflection on the incident and how the incident has impacted your life.

Have You Ever Been Convicted of a Felony? *

If you answer "Yes", please provide an explanation in the box provided. If you fail to provide accurate information when answering this question, you may jeopardize your application. Applicants who are convicted of a felony after submission of their completed PharmCAS application must inform their designated pharmacy degree programs that an action has occurred.

Pharmacy degree programs may require criminal background checks and/or drug tests in order to verify an individual's suitability to participate in experiential education rotations, to confirm a student's eligibility for pharmacy licensure, and to ensure patient safety. Contact your designated pharmacy degree programs directly for specific policies.

PharmCAS requires you to report any felony convictions. You may also be required to report one or more of the following types of records directly to your designated pharmacy degree programs with details about the judgments or disciplines.

* Misdemeanor convictions

* Arrests for misdemeanors and felonies

* Adjudication withheld

* Nolo contendere

* Plea bargain

Contact the National Association of Boards of Pharmacy (NABP) to determine if a felony conviction will prevent you from obtaining a license to practice pharmacy in a particular state. NABP, 1600 Feehanville Drive, Mount Prospect, IL Tel: 847.391.4406, Fax: 847.391-4402, http://www.nabp.net/

❑ **Explanation - Felony**

If you answered "yes" to the previous question, enter a brief explanation in the box provided. In your explanation, include 1) a brief description of the incident and/or arrest, 2) specific charge made, 3) consequence, and 4) a reflection on the incident and how the incident has impacted your life.

PARENT/GUARDIAN INFORMATION

Parent / Guardian Information

Complete related questions as thoroughly as possible. Some pharmacy degree programs may use this information to determine residency or financial aid eligibility. You may enter "Unknown" for Parent/Guardian questions related to living or deceased, occupation, legal state of residency, and highest level of education.

SECONDARY (HIGH) SCHOOL

Secondary (High) School of Graduation*

Enter name of the high school from which you graduated. If you were home-schooled or if you did not graduate from high school, leave the school name blank. Enter the year you graduated from high school or completed your GED. Enter the city and state of your high school or the location of the GED examination.

TESTS

Be certain to read the standardized test requirements for your designated pharmacy degree programs. Enter the type of test and the date it was taken or will be taken on your PharmCAS application, if your designated pharmacy degree programs require the test for admission.

Pharmacy College Admission Test (PCAT) PharmCAS Code 104

If your designated PharmCAS degree programs require the PCAT, you MUST arrange for Pearson to send your PCAT scores directly to <u>PharmCAS-CODE 104</u>. Pearson will send PharmCAS your most recent set of PCAT scores along with test results from up to four other previous attempts over a five-year period. Once you submit, you cannot add any new information to the Tests section, but you can send scores directly to PharmCAS, even if the attempt is not listed in the Tests section of the application checklist. (May not be required for non-Pharm.D. graduate programs.)

IMPORTANT! PharmCAS will match your PCAT scores to your application based on your PCAT CID. **You MUST report your PCAT CID on your PharmCAS application** Applicants who have PCAT scores and do not report a PCAT ID must contact PharmCAS at 617-612-2050.

PCAT TEST DATES	REGULAR REGISTRATION DEADLINE
July 17, 18, 2014	May 16, 2014
September 3, 4, 5, 2014	July 2, 2014
October 6, 16, 2014	September 26, 2014
October 27, 28, 29, 30, 31, November 3, 4, 5, 6, 7, 2014	October 20, 2014
January 6, 7, 2015	November 6, 2014

Contact Pearson directly to request your test scores to be sent to PharmCAS or to register to take the exam.

Pearson
PSE Customer Relations—PCAT
19500 Bulverde Road
San Antonio, Texas 78259
Phone: 1-800-622-3231 or 210-339-8710
Fax: 1-888-211-8276 or 210-339-8711
Email: scoring.services@pearson.com
Monday–Friday, 8:30 a.m. to 5:00 p.m. CST

www.pcatwebinfo.com

TOEFL

If English is not your first (primary) language, a pharmacy degree program may require you to submit TOEFL scores directly to PharmCAS. Please visit the PharmCAS School Directory pages for specific requirements.

Test of English as a Foreign Language (TOEFL)   PharmCAS Code **8246**

GMAT, GRE

GMAT and GRE scores can be entered directly into the PharmCAS application. Arrange for your official GMAT, GRE test scores to be sent directly to your selected designations.

Other Tests

If applying to a pharmacy degree program that requires **Advanced Placement** (AP), **International Baccalaureate** (IB), **College-Level Examination Program (CLEP),** SAT, ACT, GRE or other test scores, arrange for the testing agency to send those scores directly to the degree program. DO NOT SEND TO PharmCAS. If you received college credit on a transcript for an AP or IB test subject, report the test credit as a course in the Coursework section of the application.

Non-PharmCAS Degree Programs

If you are applying to one or more pharmacy degree programs that do not participate in PharmCAS, arrange for your test scores to be sent directly to the pharmacy admissions office as required by the degree program. PharmCAS can NOT forward PCAT or other test scores to any NON-PharmCAS degree programs.

COLLEGES ATTENDED*

List ALL accredited undergraduate, graduate, and professional institutions you have attended or plan to attend through the completion of the summer 2014 term. Enter all colleges and universities you attended EVEN IF THE COURSES ARE NOT REQUIRED FOR ADMISSION OR TRANSFERRED TO ANOTHER INSTITUTION. You must include non-degree programs (e.g., summer school) and foreign institutions attended. Enter each institution only once, regardless of the number of degrees earned or gaps in the dates of attendance.

In order to submit your application, you must have degree information and coursework listed for every school. If you did not obtain a degree from a particular institution, you will need to select "No Degree" from the degree menu, and "No Degree Planned" from the degree status menu.

TRANSCRIPTS

Arrange for PharmCAS to receive a separate official transcript from **every** U.S. institution you attended, including University Extension. **All transcripts must arrive in the PharmCAS office by the application deadline set by your designated pharmacy degree programs**. PharmCAS does not enforce transcript deadlines and will forward your completed file to your designated pharmacy degree programs even if your transcripts arrive late. Your designated pharmacy degree programs may not consider your application for admission if PharmCAS receives your transcripts after the deadline.

Name of College or University*

- **Select "Add a School".**

- **Select the state and click on the name of the institution.** If your college or university is not found, search under alternate names. List regionally accredited institutions only. Do not use college code 000000, unless instructed by PharmCAS.

- **If you attended a foreign institution, select code 555555**-Non-U.S. (Foreign) Institution". Read the PharmCAS School Directory for instructions related to the submission of foreign coursework.

- **Enter Name of Non-U.S. Institution, if applicable**. After you select college code 555555 in the question above, you must enter the name of the non-U.S. (international) institution in the space provided.

Country of Institution

If you attended a foreign institution, select the country where the institution you attended is located.

Dates of Attendance*

Enter the beginning and end dates of attendance, or anticipated end date, **regardless of gaps** in attendance. Please format MM/DD/YYYY

1st Degree

If you earned a degree from the institution, select the appropriate degree from the list. If you did not earn a degree from the institution, select "No Degree".

No Degree	Certificate	Other Doctoral (Not Ph.D)
Associate Arts	Doctor Of Chiropractic	Juris Doctorate
Associate Science	Doctor Of Medicine	Master Arts
Bachelor Arts	Doctor Of Dentistry	Master Science
Other Bachelor	Doctor Of Osteopathic Med	Other Masters
Bachelor Science	Doctor Of Veterinary Med	Ph.D

1st Degree Status

Select the status of your first degree for this institution at the time you submit your application to PharmCAS. Select "No Degree Planned", "Degree Expected", or "Degree Awarded"

Date 1st Degree Earned or Anticipated

Enter the date in which you earned or expect to earn the first degree. If you will not earn a degree from this institution, leave the field blank. Use format MM/YYYY.

Major for 1st Degree

Enter official major course of study at the institution, if applicable. If your major is not in the list, then please select the course of study that most closely matches your major. Select "No Major" if none.

ACCOUNTING	BUSINESS	ENGLISH
AEROSPACE ENG	CHEM/BIO	ENTOMOLOGY
AGRICULTURE	CHEMICAL ENG	ENVIRON STUDIES
ANATOMY	CHEMISTRY	EPIDEMIOLOGY
ANESTHESIOLOGY	CHIROPRACTIC	ETHNIC STUDIES
ANIMAL SCIENCE	CIVIL ENGINEERING	FOREIGN LANGUAGE
ANTHROPOLOGY	CLASSICS	FORESTRY
ARCHITECTURE	COMMUNICATIONS	FORENSIC SCIENCE
ART	COMPUTER SCIENCE	GENERAL STUDIES
ART HISTORY	CRIMINOLOGY	GENETICS
ASTRONOMY	CULINARY ARTS	GEOGRAPHY
BIOCHEMISTRY	DENTAL ASSIST	GEOLOGY
BIOLOGY	DENTISTRY	GEOPHYSICS
BIOMATHEMATICS	ECOLOGY	HEALTH EDUCATION
BIOMEDICAL ENG	ECONOMICS	HEALTH SCIENCE
BIOPHYSICS	EDUCATION	HISTORY
BIOTECHNOLOGY	ELECTRICAL ENG	HOME ECONOMICS
BOTANY	ENGINEERING	HONORS PROGRAM

HOSPITAL ADMIN	NEUROSCIENCE	POLITICAL SCIENCE
HUMANITIES	NO ANSWER	PREMEDICAL
INFORMATION TECHNOLOGY	NO MAJOR	PRE-PHARMACY
INTERDISCIPLINARY STUDIES	NURSING	PRE-PROFESSIONAL
INTERNATIONAL	NUTRITION	PSYCHOBIOLOGY
AFFAIRS/RELATIONS	OCCUPAT'L THER	PSYCHOLOGY
JOURNALISM	OCEANOGRAPHY	PUBLIC ADMIN
KINESIOLOGY	OPTOMETRY	PUBLIC HEALTH
LAW	OSTEOPATHIC MED	RADIOLOGY
LIBERAL ARTS	OTHER	RELIGION
LIBRARY SCIENCE	PATHOLOGY	RESPIRATORY THER
LINGUISTICS	PHARMACEUTICAL SCIENCE	SCIENCE
LITERATURE	PHARMACOLOGY	SCIENCE OTHER BIO
MARINE SCI / BIOLOGY	PHARMACY (NOT PRE-	SOCIAL SCIENCE
MATHEMATICS	PHARMACY)	SOCIAL WK/COUNSEL
MECHANICAL ENG	PHARMACY TECHNICIAN	SOCIOLOGY
MEDICINE	PHILOSOPHY	SPEECH
MEDICAL ASSISTANT/TECH	PHYSICAL ED	SPEECH PATH
MEDICAL TECH	PHYSICAL THERAPY	SPORTS MEDICINE
METEOROLOGY	PHYSICIAN ASSIST	STATISTICS
MICROBIOLOGY	PHYSICS	THEATER/CINEMA
MILITARY SCIENCE	PHYSIOLOGY	THEOLOGY
MUSIC	PODIATRY	VETERINARY/ZOOLOGY

Second Major or Minor for 1st Degree

Enter second official major or minor course of study at the institution, if applicable. For instance, you completed a double major as an undergraduate student. If your major is not in the list, then please select the course of study that most closely matches your major. Select "No Major" if none.

2nd Degree

If you earned a second degree **from the same institution**, select the second degree from the list provided. For example, you earned an associate's degree from ABC University and, subsequently, a bachelor's degree from ABC University. If you earned a second degree from a DIFFERENT institution, list the degree under the appropriate college code.

2nd Degree Status

Select the status of your second degree for this institution at the time you submit your application to PharmCAS. Select "No Degree Planned", "Degree Expected", or "Degree Awarded".

Date 2nd Degree Earned or Anticipated

Enter the date in which you earned or expect to earn the second degree from the same institution. If you will not earn a second degree from this institution, leave the field blank. Use format MM/YYYY.

Major for 2nd Degree from Same Institution

Enter major or course of study for the second degree, **if earned from the same institution**. For example, you earned an AA degree in liberal arts from ABC University and, subsequently, a BS degree in Chemistry from ABC University. If your major is not in the list, then please select the course of study that most closely matches your major.

Primary Institution

Identify your primary undergraduate institution. Your primary institution is the college or university where you will earn (or have earned) your first bachelor's degree. If no degree is planned, select the institution where you completed the majority of your undergraduate courses. PharmCAS will not verify your primary institution is correct.

DEGREE VERIFICATION

PharmCAS will verify that all degrees reported as earned in the Colleges Attended section of the application also appear on the applicant's official transcripts. PharmCAS reserves the right to make edits to the application degree fields in order to correct minor typographical errors; however, it is ultimately the applicant's responsibility to properly enter all degrees on the PharmCAS application. Failure to properly enter your degrees may delay your application in processing or jeopardize your chances for admission.

During the Fall Academic Update, PharmCAS will verify any new degrees earned since the application was initially submitted and verified. PharmCAS will not verify any new degrees earned in the 2014 spring or summer terms.

Pharmacy degree programs are instructed not to automatically interpret a PharmCAS-reported "NO" in the degree earned fields to mean that the applicant entered falsified information. PharmCAS and designated pharmacy degree programs recognize that registrars may not report a degree as earned on a transcript until several weeks after the degree is earned or until the end of the academic year. Pharmacy degree programs reserve the right to contact the applicant or registrar directly, if they have questions about the status of a degree.

PharmCAS COLLEGE CODE LIST

PharmCAS only provides college codes for U.S. institutions recognized by one or more of the following accreditation agencies:

- Middle States Association of Schools and Colleges (MSA)
- New England Association of Schools and Colleges (NEASC)
- North Central Association of Schools and Colleges (NCA)
- Northwest Association of Schools and Colleges (NWCCU)
- Southern Association of Schools and Colleges (SACS)
- Western Association of Schools and Colleges (WASC)
- Accreditation Council for Pharmacy Education (ACPE)
- Association of Theological Schools in the United States and Canada (ATS)

If you attended an institution that is not recognized by one of these agencies, do NOT enter the institution on your PharmCAS application and do NOT submit its transcript to PharmCAS. If you list courses from a non-regionally accredited institution, PharmCAS will delete them from your application. Contact your designated pharmacy degree programs directly to determine if you must arrange for transcripts from non-regionally accredited institutions to be sent directly to the pharmacy degree program.

COURSEWORK

You must first complete the Colleges Attended section before entering your course history!

Report ALL coursework completed at regionally accredited U.S. institutions exactly as it appears on your transcript. You must include all failed, repeated, and withdrawn college courses.

Do not attempt to complete this section from memory. Use a personal copy of your transcripts to properly enter ALL of your college coursework attempted and earned. Enter courses chronologically, beginning with the oldest transcript to most recent. List all courses from a single transcript before you enter courses from the next transcript. Within each term, enter the courses in the order in which they appear on your transcript. **Enter each course once from the transcript where it was originally taken, even if the credits transferred to another institution**. **Report all of your college courses even if they do not fulfill a pharmacy degree program prerequisite or you repeated them**!

PharmCAS will verify your self-reported courses against your official transcripts and will report any discrepancies to your selected pharmacy degree programs. PharmCAS will not enter your courses for you. PharmCAS will return your application to you for corrections or explanation if it identifies a significant number of course discrepancies or omissions. If you fail to properly enter all of your courses when you first submit your application or do not make corrections as requested, your application will be delayed in processing and you may jeopardize your chances for admission.

Study Abroad: List all Study Abroad courses that appear on a U.S. transcript in English with itemized grades and credit hours in this "Coursework" section. For each Study Abroad course, select the name of the U.S. institution in which the Study Abroad credit and grades appear. If the U.S. transcript does not itemize the grades and/or credits for study abroad, follow the policies for international (foreign) coursework below.

International (Foreign) Institution: Do **NOT** list any international (foreign) courses completed outside of a U.S. institution in this Coursework section. Consult PharmCAS instructions on how to submit international transcripts.

Overseas U.S. Institution: If you attended a PharmCAS-recognized overseas U.S. institution, list all courses attempted and credits earned in this section. PharmCAS will consider course work from an overseas U.S. institution in the same manner as U.S. course work written in English. For a list of overseas U.S. institutions, review the transcript instructions under "General Instructions".

COURSE INFORMATION

Institution*

Select the college or university from the list of institutions entered in the "Colleges and Universities Attended" section.

Academic Status*

Select your **student registration** status during this term, regardless of the level of the courses taken:

- Freshman (FR)
- Sophomore (SO)
- Junior (JR)
- Senior (SR)
- Graduate (GR)
- Professional (PR), or
- Post-BS Undergraduate (PB).

Categorize any undergraduate-level course work attempted after the completion of your Bachelor's degree as "Post-BS Undergraduate". Categorize any postgraduate-level work attempted after the completion of your graduate degree as "Graduate".

Term*

Select Winter, Spring, Summer 1, Summer 2, Summer, Fall, or Interim term.

Term Type*

Select the term type for the course at the time you were enrolled: Semester, Quarter, Trimester, or Unit.

Year*

Enter the year the course began (YYYY format). For instance, a spring course completed during the 2010-2011 academic year should be listed as Spring 2011 on the PharmCAS application.

Course Title*

Enter the name of the course EXACTLY as it appears on the transcript.

Course Prefix and Number*

Enter the course prefix and number (e.g., CHEM 101) exactly as it appears on your transcript.

Grade*

Select the course grade as it appears on your transcript. Enter "+" and "-" signs, if included on your transcript. Include any transcript code that appears in the grade column exactly as it appears on your transcript. Examples include, but are not limited to, "Pass", "I" for incomplete, "W" for withdrew, "FO" for freshmen orientation, etc. If the grade is blank on the transcript, enter "NA" on the application (PharmCAS will not allow the grade column to be blank). Non-graded coursework (with the exception of failed courses), are not counted in the PharmCAS GPA calculations. PharmCAS will report any discrepancies to your selected pharmacy degree programs. If a grade changes on your transcript due to a correction at the registrar's office, refer to the "Reporting Grade Changes" instructions under the "After You E-Submit" header.

PharmCAS Grade*

CONVERT your transcript grade to the appropriate PharmCAS letter grade. For a non-graded course (e.g., Pass/Fail), select the "None" in the PharmCAS grade column. PharmCAS will review your official transcript to determine if you properly converted your transcript grade to the PharmCAS grade. PharmCAS will use the verified PharmCAS grade to calculate GPAs. PharmCAS calculates standardized GPAs to help participating degree programs evaluate applicants using uniform and consistent criteria, regardless of different institutional transcript policies.

<u>PharmCAS Letter Grade Scale</u>

A/A+ A- AB B+ B B- BC C+ C C- CD D+ D D- DE F None

NOTE: You **MUST** convert all of your U.S. grades to the appropriate PharmCAS letter grade in the "Coursework" section of your application (see the PharmCAS Letter Grade Scale above). Applicants who do not properly convert their transcript grades to the correct PharmCAS letter grade will be "un-delivered" and required to make corrections before PharmCAS will begin to process their application. If you fail to properly convert your grades, your file may be delayed in processing by 12 or more weeks.

Numeric Grading Schemes

Some college transcripts report numeric grades, rather than alpha (letter) grades. Registrars often provide a transcript key to indicate the alpha (letter) value for each numeric grade. The letter value varies by college and university. For example, a "92" may be equal to an "A" at one institution and "B" at another institution. PharmCAS verifies that the applicant selected the correct alpha (letter) "PharmCAS Grade" based on the transcript key. If the transcript does not indicate a corresponding alpha (letter) grade, PharmCAS will default to the standardized grade scale below.

For Transcripts with no alpha grade key

Grade on Transcript	"PharmCAS Grade"	Value
100-90	A/A+	(4.0)
89-80	B	(3.0)
79-70	C	(2.0)
69-60	D	(1.0)
.60	F	(>1.0)

For Transcripts with no alpha grade key

Grade on Transcript	"PharmCAS Grade"	Value
4.00-3.80	A/A+	(4.0)
3.79-3.60	A-	(3.7)
3.59-3.40	AB	(3.5)
3.39-3.10	B+	(3.3)
3.00-2.80	B	(3.0)
2.79-2.60	B-	(2.7)
2.59-2.40	BC	(2.5)
2.39-2.10	C+	(2.3)
2.09-1.80	C	(2.0)
1.79-1.60	C-	(1.7)
1.59-1.40	CD	(1.5)
1.39-1.10	D+	(1.3)
1.09-.80	D	(1.0)
0.79-.060	D-	(0.7)
0.59-0.40	DE	(0.5)
Less than or equal to 0.39	F	0.0
Non-graded designations	NONE	

Credits*

Enter the number of credit hours earned as they appear on your transcript. Exception: If you failed or withdrew from a course, enter the credits ATTEMPTED in the credits field, regardless of whether the course credits on your transcript are shown as blank, zero "0", or if you later repeated the course for a higher grade. The application will not allow you to leave the credits field blank.

If your credits are listed as units, you must use the conversion table on the back of your transcript to enter the proper amount of credits. Example: 1 unit = 4 hours, you enter 4 into credit hours.

Course Level*

Select the academic level of the particular college course, regardless of your student (academic) registration status at the time.

- Assign Lower-division (Fr/So) status to Advanced Placement, Exempt, IB, or CLEP credit awarded when you first entered college.

- Assign Lower-division (Fr/So) status to courses completed at a junior or community college (e.g., associate degree course work).

- Assign Lower-division (Fr/So) or Upper-division (Jr/Sr) to any undergraduate level course work, including undergraduate courses taken after the receipt of your initial BA/BS degree or while you were enrolled in a graduate program, if course work was not applied to a graduate degree.

Course Subject*

It is your responsibility to select the subject that best describes the content of the course curriculum. See the PharmCAS Course Subject list for guidance. PharmCAS reserves the right to change your Course Subjects if the assigned category clearly does not apply. PharmCAS is not responsible for any processing delays or incorrect GPA calculations due to incorrect Course Subjects. In addition, PharmCAS will not make corrections to your course category based on information that becomes available after you e-submit your application. Your selected pharmacy degree programs will use the course subject information to help determine if you have met their degree program course prerequisites. Prerequisites vary by degree program. PharmCAS will not determine if you have met the prerequisites for a particular pharmacy program or are eligible for admission.

Biochemistry: Biochemistry, Physiological Chemistry

Biology & Other Life Sciences: Animal Science, Anatomy (Human/Comparative), Biology, Botany, Cellular & Molecular Biology, Cellular Physiology, Earth Science, Ecology, Evolution, Genetics, Hematology, Histology, Natural Science, Oceanography, Pathology, Physiology, Physical Science, Zoology

Computer Science: Algorithms, Artificial Intelligence, Computer Animation, Graphic Design, Operating Systems, Programming Languages, Software Engineering, Word Processing,

Economics: Macroeconomics, Microeconomics, Economics, Banking

English/Literature: Bible Literature, Composition, English, Journalism, Literature, Medical Terminology, Poetry, Reading Skills, Theater Literature

Inorganic Chemistry: Chemistry, General, Medical Chemistry, Pharmaceutical Chemistry, Physical Chemistry, Qualitative Analysis, Quantitative Analysis, Readings in Chemistry, Research in Chemistry, Special Topics in Chemistry, Structures & Bonds

Microbiology: Bacterial Pathogenesis, Bacteriology, Infectious Diseases, Immunology, Medical Microbiology, Microbiology, Microbial Genetics, Mycology, Pathogenics, Parasitology, Virology

Math: Algebra, Behavioral Statistics, Biostatistics, Calculus, Chemical Math, Math, Statistics

Non-Science: Acting, Agriculture, Archeology, Art, Art History, Business, Cultural Geography, Dance, Education, ESL, Ethics, First Aid, Foreign Language, Forestry, Geography, Government, Health/Personal Hygiene, History, Humanities, Law, Logic, Management, Marketing, Military Science, Music, Philosophy, Physical Education, Political Science, Religion, Social Ethics, Theater, Theology

Organic Chemistry: Bio-Organic Chemistry, Organic Chemistry, Readings in Organic Chemistry, Special Topics in Organic Chemistry

Other Science: Agricultural Science, Astronomy, Bioethics, Chiropractic, Dentistry, Electronics, Emergency Med-Tech, Engineering, Epidemiology, Geology, Kinesiology, Medical Technology, Meteorology, Nursing, Nutrition, Occupational Therapy, Pharmacology, Physical Anthropology, Physical Geography, Physical Science, Physical Therapy, Physician Assistant, Public Health, Radiology, Respiratory Therapy, Teaching Science

Physics: Electricity & Light, Magnetism, Mechanical Heat, Physics, Thermodynamics

Public Speaking: Communication, Debate, Public Speaking, Speech

Social/Behavioral Science: Anthropology, Community Health, Criminal Justice, Educational Psychology, Ethnic Studies, Human Sexuality, Marriage/Family, Personal Health, Physiological Ethics, Psychology, Social Science, Social Work/Sociology

Course Type

For each science-based course, select one of three course type options below. Refer to your college or university catalog to determine the correct course type. **If the course lab and lecture are listed separately on your transcript, you must list them separately on your application.**

- Lab Only
- Lecture Only
- Lab and Lecture Combined

PharmCAS will not verify that you have selected the correct Course Type from the list. The Course Type information will let your designated pharmacy degree programs determine if you have or will meet the pharmacy degree program's course prerequisites for admission. Failure to properly enter your course type information may jeopardize your chances for admission.

Special Classifications*

Select the special course classification, if applicable to the particular course.

- Not Applicable
- Academic Bankruptcy**
- Advanced Placement
- CLEP
- Distance Learning
- Freshman Forgiveness**
- Honors
- Incomplete
- Institutional/Departmental Exam
- International Baccalaureate
- Regent's Exam
- Repeated***
- Study Abroad

**You must enter all college courses on your PharmCAS application, including those removed from your transcript and GPAs as a result of freshmen forgiveness, academic bankruptcy, or other similar policies.

*** You should mark all graded attempts at a course as repeated. If you Withdrew and then took the course for a grade, the graded attempt should also be marked as repeated.

AP, IB, and CLEP Credit

 If you earned college credit for AP, IB, or CLEP test scores, enter the information onto the application. Enter the grade and credit hours earned as shown on your college/university transcript. AP, IB, and CLEP courses are excluded from PharmCAS GPAs. Send your official AP, IB, and CLEP test scores directly to your designated pharmacy degree programs, if required by the degree program.

COLLEGE COURSES IN-PROGRESS OR PLANNED

Enter college courses in-progress or planned through the completion of the Summer 2014 term. **Enter all of your planned courses on the application, even if you have not registered for them yet**. Use the college catalog to properly enter the course information as thoroughly as possible. Leave the grade column blank. It is important that you include this information so that the degree programs you designate to receive your application will know if you plan to take any of their prerequisite courses.

FUTURE ENROLLMENT PLANS

Planning on taking courses in Fall 2014 or Spring 2015?

Please answer these two questions to the best of your abilities. This section is not meant to take the place of entering your Planned/In Progress courses in the Coursework section of the application.

Are you currently enrolled, or planning to enroll, in any courses in <u>Fall 2014</u>?

Answer yes or no.

Are you currently enrolled, or planning to enroll, in any courses in <u>Spring 2015</u>?

Answer yes or no.

Note: Did you answer "Yes" to either of these questions? If you did, be sure to enter these courses in the Coursework Section. Not sure how to do this? Take a look at the Planned/In Progress instructions in the Coursework section.

UPDATING YOUR COURSE WORK – ACADEMIC UPDATE

After you initially submit your PharmCAS application, you may need to update your college course history to reflect newly completed or planned / in-progress courses. You can update your courses online during the PharmCAS "Academic Update" window.

FALL ACADEMIC UPDATE

The Fall Academic Update window will open on December 15, 2014, following the completion of the fall 2014 term, and close on February 16, 2015. **Arrange for your official summer 2014 and fall 2014 transcripts to be sent directly to PharmCAS AS SOON AS THEY ARE AVAILABLE.** If you do not submit your updated courses and transcripts in a timely manner, your selected pharmacy degree programs may no longer consider you for admission.

SPRING ACADEMIC UPDATE

You can update your Spring & Summer 2015 courses online during the PharmCAS "Spring Academic Update" window. The Spring Academic Update window will open on April 15, 2015, following the completion of the spring 2015 term, and close on June 26, 2015. **Arrange for your official spring 2015 and summer 2015 transcripts to be sent directly to the pharmacy degree program(s) you have been accepted to AS SOON AS THEY ARE AVAILABLE.** If you do not submit your updated courses and transcripts in a timely manner, your selected pharmacy degree programs may no longer consider you for admission.

You cannot make edits to your coursework section, whether completed or planned / in-progress, until the Academic Update window is open. PharmCAS will contact you by email when the Academic Update is available to you. It is your responsibility to add any new courses completed since you first submitted your application to PharmCAS and to edit your in-progress and planned courses. PharmCAS will NOT update your coursework for you. **You can only update your coursework <u>ONCE</u> during the Academic Update!**

Courses that were originally reported as completed cannot be modified. Therefore, if you have received partial grades for a given session, do not add these courses to the completed courses

section until ALL grades are received. You can NOT add prior year coursework on to the academic update.

HOW TO COMPLETE THE FALL ACADEMIC UPDATE

PharmCAS will not verify or report your updated course history to your designated pharmacy degree programs until you complete all of the steps below.

- Enter all of your newly completed courses for summer and fall 2014 terms.
  Delete any courses listed as in-progress that are now complete – these courses must be deleted and re-added as completed. Add these courses to the "Coursework" section, as appropriate.

- Update your planned courses through May 2015.

- Click on the e-Submit button at the bottom of the main PharmCAS application page to send your updated courses to PharmCAS.

- Arrange for your updated official transcripts to be sent directly from any colleges you attended in the summer and fall, if not previously submitted.

- Once these criteria are met, PharmCAS will verify your updated course information against your updated transcripts and calculate a new set of GPAs. PharmCAS will verify your updated course history against your revised transcripts and send your updated course history and revised GPAs to your designated pharmacy degree programs.

HOW TO COMPLETE THE SPRING ACADEMIC UPDATE

PharmCAS will not verify or report your updated course history to your designated pharmacy degree programs until you complete all of the steps below.

PharmCAS Instructions for the Fall 2015 Entering Class

- Enter all of your newly completed courses for spring and summer 2015 terms.

- Delete any courses listed as in-progress that are now complete – these courses must be deleted and re-added as completed. Add these courses to the "Coursework" section, as appropriate.

- Click on the e-Submit button at the bottom of the main PharmCAS application page to send your updated courses to PharmCAS.

- Arrange for your updated official transcripts to be sent directly from any colleges you attended in the spring and summer to the pharmacy degree program where you have been accepted—not to PharmCAS.

- The pharmacy degree program who has accepted you will verify your updated course information against your updated transcripts and calculate a new set of GPAs to confirm that you still meet their admissions requirements. PharmCAS does not verify these entries nor generate new GPAs.

REPORTING GRADE CHANGES

If a grade changes on your transcript due to a correction at the registrar's office, please follow these steps. (These instructions do NOT refer to newly completed summer or fall 2014 grades):

1. **Notify PharmCAS of the grade change via email. Include the following information in your message:**

   - Your full name
   - PharmCAS ID number
   - Name of institution issuing the grade change on transcript
   - Course title

- Course prefix and number
- Session year and term for course (e.g., fall 2008)
- Original grade on transcript
- Revised/corrected grade on transcript

2. **Login to your PharmCAS application.**

   - Print a new PharmCAS Transcript Request Form for the institution issuing the grade change on the transcript

   - On the form, circle YES next to "Grade Change"

3. **Submit the transcript request form to the registrar** to arrange for a revised copy of your transcript to be sent to PharmCAS as soon as possible.

4. **Once received, PharmCAS will make the change to your course grade and GPA, and submit an updated application file to your designated degree programs.**

EXTRACURRICULAR

Enter related activities you would like your designated pharmacy degree programs to review. **Do NOT include paid work experience in this section**. List activities in order of importance to you. List each activity only once. For instance, if you were a member of your degree program's pre-pharmacy club for more than one term, list that activity only once. You may list up to 20 activities. If the activity is ongoing, estimate the future end date. Use MM/YYYY format for dates.

Is the Extracurricular Activity Related to Pharmacy or Health Care?

Select "YES" if the activity is affiliated with a pharmacy or health care profession, organization, institution, or individual.

If Yes, Select the Health Care Professional or Profession Most Closely Associated with Activity

If the activity is related to pharmacy or health care, select one profession from the list. If the activity is associated with multiple professions, select the one in which you had the most experience or exposure to during the activity. Use your personal statement to clarify, if needed.

- Alcohol/Drug Abuse Specialist
- Audiologist
- Biochemist
- Biomathematician
- Biomedical Engineer
- Biophysicist
- Biostatistatician
- Chiropractor
- Dentist
- Dietitian/Nutritionist
- Emergency Medical Technician
- Epidemiologist
- Health Care Administrator
- Health Information Specialist
- Hematologist
- Hospital Administrator
- Medicinal Chemist
- Medical Laboratory Scientist
- Medical Librarian
- Medical Technologist
- Nurse

- Occupational Therapist
- Ophthalmologist
- Optometrist
- Orthopedist
- OTHER healthcare professional
- Pharmacist
- Pharmaceutical Scientist
- Physical Therapist
- Physican - Osteopathic
- Physician - Allopathic
- Physician Assistant
- Podiatrist
- Professor - Science
- Psychologist
- Psychiatrist
- Psychometrist
- Public Health Practitioner
- Respiratory Therapist
- Social Worker
- Speech Pathologist
- Support Staff or Manager

- Therapist - Art, Music, Dance
- Toxicologist
- Veterinarian

Select the Primary Setting for Pharmacy or Health Care Experience

If the extracurricular activity was situated in multiple settings, select a single location where you spent the majority of your time. Use your personal statement to clarify setting, if needed.

- Adult day care center
- Alcohol/drug rehabilitation center
- Ambulatory care center
- Animal hospital or clinic
- Armed services / military
- Assisted living center
- Camp
- Club (pre-pharmacy)
- Club (other)
- College or university
- Community health center
- Consulting firm
- Correctional institution
- Extended / long term care
- Government - Federal
- Government - Local
- Government - State
- Health clinic
- Health department
- Health information center
- Health insurance organization
- Health maintenance organization
- Home (care) health agency
- Homeless shelter
- Hospice
- Hospital
- Industrial plant
- International health care org
- Law firm
- Library
- Life care facility
- Managed care organization
- Medical laboratories
- Medical publisher
- Mental health center
- Non-profit organization
- Nursing home
- OTHER setting
- Pharmaceutical industry
- Pharmacy
- Physical rehabilitation center
- Poison control center
- Preferred provider organization
- Private practice
- Psychiatric facility or institution
- Public health organization/department
- Regulatory organization
- Research agency or organization
- School - elementary
- School - secondary
- Social services
- Surgical care center
- Women's health center

WORK EXPERIENCE

Enter any paid or volunteer work experience. List experiences in order of importance to you. List each activity only once. Do not repeat any activities listed in the previous section. You may list up to 20 experiences. If still employed, leave the end date blank or estimate a future end date if an end date is anticipated. Use MM/YYYY format for dates.

HONORS AND SCHOLARSHIPS

Enter any special academic, service, or activity awards you have received in order of importance to you. List each award only once. You may list up to 10 honors. Use MM/YYYY format for dates.

PUBLICATIONS

Enter any publications you may have in order of importance to you. You may list up to 10.

PERSONAL STATEMENT*

FOR Pharm.D. PROGRAMS

Your Personal Essay should address why you selected pharmacy as a career and how the Doctor of Pharmacy degree relates to your immediate and long-term professional goals. Describe how your personal, educational, and professional background will help you achieve your goals. The personal essay is an important part of your application for admission and provides you with an opportunity for you to clearly and effectively express your ideas.

Do NOT personalize your essay for a particular pharmacy degree program. **You can NOT make any edits to your personal statement after you have e-submitted your completed application to PharmCAS.**

You are encouraged to compose your essay in a text-only word processor (e.g., Notepad), review your essay for errors, then cut and paste the final version into the text box above. Click the Save button and then return to the Personal Essay to review the formatting of your text. You are limited to approximately 1 page (4500 characters, including spaces). Some formatting characters used in programs like Word (angled quotes, accents, special characters) will not display properly. Take care to review your final text and to make the necessary corrections to the format.

Each pharmacy degree program reserves the right to require additional essay responses as part of the supplemental application process.

Please be aware that your admission essay may be subject to submission for textual similarity review to Turnitin for Admissions for the detection of plagiarism duplication and other potential violations of the applicant code of conduct. All submitted essays and other materials will be included as source documents in the Turnitin for Admissions reference database solely for the purpose of detecting plagiarism of such documents.

FOR GRADUATE PROGRAMS

Your Personal Essay should address why you selected pharmaceutical research science as a career path and how your future degree relates to your immediate and long-term professional goals. Describe how your personal, educational, and professional background will help you achieve your goals. The personal essay is an important part of your application for admission and provides you with an opportunity for you to clearly and effectively express your ideas.

Do NOT personalize your essay for a particular institution. You can NOT make any edits to your Personal Essay after you have e-submitted your completed application to PharmCAS.

You are encouraged to compose your essay in a text-only word processor (e.g., Notepad), review your essay for errors, then cut and paste the final version into the text box above. Click the Save button and then return to the Personal Essay to review the formatting of your text. You are limited to approximately 1 page (4500 characters, including spaces). Some formatting characters used in programs like Word (angled

quotes, accents, special characters) will not display properly. Take care to review your final text and to make the necessary corrections to the format.

Each graduate program reserves the right to require additional essay responses as part of the supplemental application process. Please be aware that your admission essay may be subject to submission for textual similarity review to Turnitin for Admissions for the detection of plagiarism duplication and other potential violations of the applicant code of conduct. All submitted essays and other materials will be included as source documents in the Turnitin for Admissions reference database solely for the purpose of detecting plagiarism of such documents.

PRIVACY STATEMENTS

Have You Applied to a Pharmacy Institution in the Past Two Years?*

Indicate any past applications to your designated pharmacy degree programs.

Advisor Release Statement

Check the box if you give PharmCAS permission to release selected information regarding your Pharm.D. or graduate program admission status to the chief health professions advisor and the health professions advisory committee of the post-secondary institution(s) that you have attended. By releasing your information, your advisor is better able to assist you in the admissions process, as well as better guide other students in the future. You cannot make changes to this item after you submit your application to PharmCAS.

Release to Selected Pharmacy Degree Programs*

To complete and submit the PharmCAS application, you must certify the following statement

"I certify, as required in the application, that I have read and understand all application instructions, including the provisions which note that I am responsible for monitoring and ensuring the progress of my application progress. I certify that I have read and will abide by all degree program-specific instructions for my designated Pharm.D. and/or graduate program programs. I certify that all the information and statements I have provided in this application are current, correct, and complete to the best of my knowledge. I understand that withholding information requested on the PharmCAS application, or giving false information, may be grounds for denial of admission to a pharmacy institution participating in PharmCAS or may be grounds for expulsion from the institution I have been admitted and may prevent me from entering the pharmacy profession or becoming a research scientist. I give permission to PharmCAS to release any information related to my PharmCAS application to my designated harmD and/or graduate programs and other education associations. I acknowledge and agree that my sole remedy in the event of any proved errors or omissions related to the handling or processing of my application by PharmCAS is to obtain a refund of my PharmCAS application fee. I agree that my admission essays and other materials may be subject to submission for textual similarity review to Turnitin for Admissions for the detection of plagiarism duplication as a potential violation of the PharmCAS applicant Code of Conduct. I am aware that all submitted essays and other materials will be included as source documents in the Turnitin for Admissions reference database solely for the purpose of detecting plagiarism of such documents."

Your certification of this statement serves the same purpose as a legal signature, and is binding.

PHARMACY DEGREE PROGRAM DESIGNATIONS

Check the pharmacy degree programs that you wish to attend. You must apply to at least one pharmacy degree program to submit your application to PharmCAS.

EARLY DECISION - SEPTEMBER 2, 2014

Some participating degree programs offer "Early Decision" (ED) status through PharmCAS. The Early Decision program is a binding option for applicants who have decided that a particular pharmacy degree program is their first choice and that they will enroll if accepted. As an Early Decision applicant, you can apply to only one pharmacy degree program. Contact your selected pharmacy program directly for information on Early Decision eligibility requirements.

The Early Decision application deadline is September 2, 2014. In addition to completing the PharmCAS application, you must arrange for PharmCAS to receive all of your official transcripts and fee by September 2. If your application, transcripts, or fee arrive after the deadline, PharmCAS will automatically change your file from early decision status to regular status.

You may be offered early admission, denied admission, or deferred to regular applicant status. **If you are offered admission as an Early Decision applicant, you are obligated to accept the offer and you will not be permitted to apply to other PharmCAS degree programs**. If, however, you are denied admission as an Early Decision applicant, you may apply to other PharmCAS degree programs for an additional fee. Refer to the PharmCAS application fee schedule to determine the cost to apply to each additional program. PharmCAS degree programs will make admission decisions on early decision applicants by October 24, 2014.

EARLY DECISION Pharm.D. DEGREE PROGRAMS FOR 2015 ENROLLMENT

Albany College of Pharmacy – Albany, NY and Colchester, VT
Appalachian College of Pharmacy
Auburn University
Belmont University
California Health Sciences University
California Northstate University
Campbell University
Charleston, University of
Colorado, University of
D'Youville College
East Tennessee State University
Ferris State University
Harding University
Hawaii-Hilo, University of
Houston, University of
Howard University
Husson University
Illinois at Chicago, University of
Keck Graduate Institute
Kentucky, University of
Lipscomb University
Louisiana at Monroe, The University of
Marshall University
Maryland, University of
Maryland Eastern Shore, University of
Mercer University
Mississippi, University of
Missouri-Kansas City, University of
New England, University of
Northeast Ohio Medical University (NEOMED)

Notre Dame of Maryland University
Oklahoma, University of
Palm Beach Atlantic University
Philadelphia College of Osteopathic Medicine (PCOM)
Presbyterian College
Roosevelt University
Rosalind Franklin University
Roseman University of Health Sciences
Samford University
Shenandoah University
South Carolina College of Pharmacy
South College (TN)
South Florida, University of
South University – GA
South University – SC
St. John Fisher College
Sullivan University
Tennessee, The University of
Texas A&M Health Science Center
Texas Southern University
Texas Tech University
Thomas Jefferson University
Union University
Virginia Commonwealth University
Washington State University
Washington, University of
West Virginia University
Western New England University
Wingate University - Hendersonville, NC and Wingate, NC
Xavier University

DEGREE PROGRAM APPLICATION DEADLINES

The PharmCAS degree program deadline indicates the date your **application, official transcripts, and references** must be received at the PharmCAS office. **This is NOT the deadline by which your verified application must arrive at your designated degree programs.**

After you e-submit your application and your official transcripts are received, allow up to 5 weeks for PharmCAS to process your application. Whenever a deadline falls on a weekend or Federal holiday, the deadline is automatically extended to 11:59pm **EASTERN** time on the next business day. PharmCAS will not process applications received after a degree program deadline. If you miss the application deadline for one or more, but not all, of your designated colleges, your application will enter processing, but materials will be sent only to those pharmacy degree programs whose deadlines you have met. PharmCAS does not issue refunds for withdrawn applications or missed deadlines.

Apply Early! Participating PharmCAS programs encourage applicants to submit applications at least two weeks before their degree program deadlines to avoid Web congestion due to heavy applicant and Internet traffic.

Pharm.D. PROGRAM DEADLINE DATES

November 3, 2014
California- San Diego, University of
California- San Francisco, University of
Loma Linda University
Southern California, University of
Texas A&M Health Science Center
Texas at Austin, The University of
Wayne State University
Wisconsin-Madison, University of
Western University of the Health Sciences
Xavier University

December 1, 2014
Cincinnati, University of
Colorado, University of
Drake University
Georgia, The University of
Houston, University of
Incarnate Word, University of the
Iowa, The University of
North Carolina at Chapel Hill, University of
North Texas, University of
Michigan, University of
Pacific, University of the (CA)
Pittsburgh, University of
Puerto Rico, University of
Purdue University
Roseman University of Health Sciences
Southern Illinois University Edwardsville
Texas Southern University
Texas Tech University
Utah, The University of
Washington, University of

January 5, 2015
Butler University
Connecticut, University of

Illinois at Chicago, University of
Maryland, University of
Midwestern University- Downers Grove
Midwestern University- Glendale
Mississippi, The University of
Nebraska, University of
New Mexico, The University of
Northeastern University
Pacific University Oregon
South Carolina College of Pharmacy
Washington State University
West Virginia University

February 2, 2015
Arkansas , University of
Buffalo-SUNY, University at
Chicago State University
Ferris State University
Hawaii-Hilo, University of
Howard University
Louisiana at Monroe, University of
Marshall University
Maryland Eastern Shore, University of
Minnesota, University of
Northeast Ohio Medical University (NEOMED)
Nova Southeastern University
The Ohio State University
Palm Beach Atlantic University
Presbyterian College
South Florida, University of
South University (GA)
South University (SC)
St. Louis College of Pharmacy
Sullivan University
Temple University
Touro University (CA)
Wyoming, University of

March 2, 2015
Albany College of Pharmacy – Albany, NY
Albany College of Pharmacy – Colchester, VT
Appalachian College of Pharmacy
Auburn University
Belmont University
California Health Sciences University
California Northstate University
Campbell University
Cedarville University
Chapman University
Charleston, University of
Concordia University Wisconsin
Creighton University
D'Youville College
East Tennessee State University
Fairleigh Dickinson University
Findlay, The University of
Florida, University of
Harding University
Husson University
Keck Graduate Institute
Kentucky, University of
LECOM - Bradenton
LECOM - Distance Education Pathway
LECOM - Erie
Lipscomb University
Long Island University
Manchester University

Massachusetts College of Pharmacy and Health Sciences-Manchester
Massachusetts College of Pharmacy and Health Sciences-Worcester
Mercer University
Missouri-Kansas City, University of
New England, University of
Notre Dame of Maryland University
Oklahoma, The University of
Oregon State University
Philadelphia College of Osteopathic Medicine
Regis University
Roosevelt University
Rosalind Franklin University
Saint Joseph, University of
Samford University
Shenandoah University
South College - TN
St. John Fisher College
Tennessee, The University of
Texas at Tyler, The University of
Thomas Jefferson University
Touro College (NY)
Union University
University of the Sciences in Philadelphia
Virginia Commonwealth University
West Coast University
Western New England University
Wingate University – Hendersonville, NC
Wingate University – Wingate, NC

GRADUATE DEGREE PROGRAM DEADLINE DATES

November 3, 2014

December 1, 2014
The University of Arizona – MS & PhD, Pharmaceutical Sciences
The University of Arizona – MS & PhD, Pharmacology & Toxicology

January 5, 2015
Nova Southeastern University – PhD, Pharmacy
University of Pittsburgh – MS, PhD & Other (NTMS) Pharmaceutical Sciences

February 2, 2015
West Virginia University – PhD, Health Outcomes

March 2, 2015
Albany College of Pharmacy and Health Sciences – MS, Health Outcomes Research
Albany College of Pharmacy and Health Sciences – MS, Molecular Biosciences
Albany College of Pharmacy and Health Sciences – MS, Pharmaceutical Sciences
Concordia University Wisconsin – MS, Pharmaceutical/Chemical Product Development

DEADLINE EXTENSIONS

PharmCAS does not accept deadline extension requests from applicants. Please contact your designated pharmacy degree program directly to request a deadline extension. The pharmacy degree program will notify PharmCAS directly if it agrees to grant you a deadline extension. **You have 48-hours to complete and submit your PharmCAS application once the deadline is granted**. If you fail to e-submit your application in that time, you must contact the pharmacy degree program directly to request a second 48-hour deadline extension. Pharmacy degree programs are not

obligated to grant deadline extensions or give consideration to applicants who submit application materials after the degree program deadline.

CHANGING YOUR DEGREE PROGRAM DESIGNATIONS AFTER YOU SUBMIT

- **Withdrawing Your Application**

If you wish to withdraw your application from consideration from one or more pharmacy degree programs, you must contact the degree program directly**.** You may not withdraw your application if you have received notice that your application is "on hold" because it is under consideration by the Conduct Review Committee for a potential violation of the PharmCAS Applicant Code of Conduct.

- **Substituting or Deleting Pharmacy Degree program Choices**

PharmCAS will not accept requests to substitute or delete degree program choices or refund application fees. If after delivering your PharmCAS application, you wish to rescind your application to a particular pharmacy degree program, contact the degree program directly to remove your application from consideration.

- **Adding a Pharmacy Degree program after Application Submission**

You may apply to additional pharmacy programs after submission of your PharmCAS application. To apply to additional programs, log onto your PharmCAS application and designate additional degree programs. Do **NOT** create a new PharmCAS application to add new designations. PharmCAS must receive the appropriate fee for each additional pharmacy program you select. You cannot apply to a particular degree program after the application deadline date has passed.

APPLICATION FEE

PharmCAS Application Fee

1. Once you e-submit your PharmCAS application, you will be given a set of payment options. The fee for using PharmCAS application is based on a graduated scale that varies according to the number of degree programs you designate to receive your PharmCAS application. Your application will not be processed until your payment is received. PharmCAS application fees are non-refundable. PharmCAS does not issue refunds for withdrawn applications or missed deadlines.

2. You are encouraged to pay the PharmCAS application fee on-line by credit card to expedite the processing of your application. PharmCAS accepts VISA, MASTERCARD, and AMERICAN EXPRESS credit cards ONLY.

3. If mailing a money order, login to your application and download the PharmCAS Payment Form. Attach the completed PharmCAS payment form and make your money order payable to PharmCAS. Write your PharmCAS ID Number on the memo line of the money order. The PharmCAS payment must be drawn from a U.S. bank in U.S. dollars.

4. PharmCAS will not accept cash payments.

Important! Once you have selected money order as your preferred payment type on your application, you cannot switch to a credit card payment. Send your PharmCAS Payment Form and money order to:

PharmCAS

Payment Department
P.O. Box 9109
Watertown, MA 02471

FEE SCHEDULE FOR THE 2014-2015 APPLICATION CYCLE

Number of PharmCAS Degree Program Designations	PharmCAS Fee Due
1	$150
2	$205
3	$260
4	$315
5	$370
6	$425
7	$480
8	$535
9	$590
10	$645
11 or more	Add $55.00 for each additional degree program

REFUNDS

PharmCAS application fees are non-refundable. PharmCAS does not issue refunds for withdrawn applications or missed deadlines.

DISPUTES/CHARGEBACKS

PharmCAS will assess a service charge of $20.00 for credit card chargebacks. You will be instructed to pay the application fee and service charge within 10-business days. If you do not comply, PharmCAS will stop the processing of your application and notify your designated pharmacy degree programs.

REPEAT APPLICANT

Repeat applicants with outstanding fee balances will be placed on HOLD until payment for the previous and current cycles are received in full.

FEE WAIVERS

A limited number of PharmCAS application fee waivers are available. Waivers are granted to financially disadvantaged applicants on a first-come, first-serve basis. PharmCAS will decide if you qualify for a fee waiver based on your income, or your parent's income if you are claimed as a dependent, as reported on the most recent Federal Income Tax Return. No other documentation is accepted.

Your fee waiver request must be received and processed BEFORE you e-submit your PharmCAS application. If you receive a fee waiver, you may apply to a maximum of one (1) PharmCAS degree programs for free. If you receive a waiver and choose to apply to more than one (1) PharmCAS degree program, you will be responsible for an incremental fee of $55 for each additional designation. The PharmCAS waiver applies to the PharmCAS application fee only. Once you have received your waiver, you must apply it within 45 business days. If your waiver is not used within 45 business days, you will forfeit the waiver and it will be given to another qualifying applicant . PharmCAS will notify your designated pharmacy degree programs if you qualify for a waiver, even if your request is received after all available waivers are granted. You may still be responsible for supplemental application fees, regardless of your PharmCAS fee waiver status.

To be considered for a PharmCAS fee waiver, you must:

1. Be a U.S. citizen, U.S. Permanent Resident, or have refugee/asylum status.
2. Submit a Fee Waiver Request Form
3. Submit the completed form with a copy of your 2013 Federal Income Tax Return to PharmCAS. Submit your parent's Tax Return, if claimed as a dependent.
4. **Do NOT** e-submit your application until PharmCAS approves or denies your fee waiver request. If you e-submit your application prior to notification, PharmCAS will automatically deny your fee waiver request.
5. Once you have been approved for a PharmCAS fee waiver, please choose the money order option as your form of payment.

The deadline for submitting a PharmCAS application fee waiver is 11:59 pm EST September 3.

PharmCAS fee waiver decisions are tied to the U.S. Department of Health and Human Services' poverty level guidelines. The Low-Income Level is based on 200 percent of the U.S. Department of Health and Human Services poverty guidelines and used to determine what constitutes a low-income family.

2014 Low Income Levels

Persons in Family or Household	Income Level*	Persons in Family or Household	Income Level*
1	$22980	6	$63180
2	$31020	7	$71220
3	$39060	8	$72260
4	$47100	For each additional person, add	$8040
5	$55140		

*Adjusted gross income for calendar year 2013. Changes in your current year financial situations will not be considered.

SUPPLEMENTAL APPLICATION FEES

DO NOT SEND TO PharmCAS. In addition to the PharmCAS application fee, pharmacy programs may require you to send a supplemental fee directly to the degree program. The supplemental application fee deadline may be the same as the PharmCAS deadline, or at a later date. Review the School Directory or contact the degree program directly to obtain supplemental application fee instructions.

Transcripts

Arrange for PharmCAS to receive a separate official transcript from every regionally accredited U.S. college and university you attended. PharmCAS will not verify or forward your application until all official transcripts and other required materials are received. Carefully read the transcript instructions for the following types of institutions:

1. U.S. and
2. Study Abroad,
3. International
4. U.S. overseas institutions

TRANSCRIPT REQUEST FORM

You must submit the PharmCAS Transcript Request Form to every regionally accredited U.S. institution you have attended. This form will help PharmCAS properly match your official transcripts to your PharmCAS application. **If your current name differs from the name listed on your transcript, you MUST include both your current and former name on the Transcript Request Form.**

How to Obtain the Transcript Request Form

- Login to your PharmCAS application and select the Colleges Attended folder.
- Click the print button (🖨) to download and print a customized PDF Transcript Request form for every college and university you attended. You will need the Adobe Acrobat Reader to view and print the file.
- Complete each Transcript Request form and mail to the institutions you attended. **EACH PharmCAS TRANSCRIPT REQUEST FORM IS <u>UNIQUE</u>. Your name, PharmCAS ID number, and the name of the college/university attended will automatically appear on the bar-coded form. Verify you are sending the right form to your college or university.**
  - o If you had gaps in attendance please send only one transcript request form with the transcripts.
  - o If you attended an institution that has multiple campuses on the same transcript, please send one form and list all campuses attended.
- Advise the Registrar's Office to enclose the PharmCAS Transcript Request Form with your official sealed transcript and mail it directly to PharmCAS. If the form is not included with your transcript, PharmCAS may have difficulty matching your transcript to your application and your application may be delayed in processing.

> **PharmCAS**
> **Transcript Department**
> **P.O. Box 9109**
> **Watertown, MA 02471**

For express shipments only, use the address below (not recommended):

> *PharmCAS*
> *c/o Liaison International*
> *311 Arsenal Street*
> *Suite 15*
> *Watertown MA 02472*
> *Phone: 617-612-2050*

> You must include "Suite 15" in the PharmCAS address. PharmCAS will not receive your package if the suite number is missing or if the package arrives on a weekend or Federal holiday. Express delivery does not guarantee delivery or expedite the processing of your application file.

U.S. TRANSCRIPTS

Arrange for a sealed official transcript to be sent directly to PharmCAS from every regionally and ATS accredited U.S. institution you have attended. The following rules apply:

- **PharmCAS will not accept student-issued transcripts or transcripts sent by an applicant.**

- **Transfer credit(s) appearing on a transcript cannot be accepted in lieu of an original transcript from the institution where the course work was taken.** Send transcripts for all postsecondary institutions you have attended, regardless of whether course credit transferred to another college or university and appears on that transcript.

- **Arrange for PharmCAS to RECEIVE all of your official transcripts by the application deadline date** set by your designated pharmacy degree programs. A pharmacy degree program may not consider your application for admission if PharmCAS receives your transcripts late. PharmCAS does NOT enforce transcript deadlines and will forward your verified application to your designated degree programs even if your transcripts arrive late.

- Use a student issued transcript to properly complete the "Coursework" section of your application. Do NOT use your course record/schedule or memory to complete the Coursework section. **WARNING**: Your online course record, course schedule, and college catalog may differ from your transcript. If there are discrepancies between your application and official transcript, your application will be undelivered and processing will be delayed.

- **Login to your application to check the status of your transcripts. It is your responsibility to verify that PharmCAS received all of your official transcripts**.

<div align="center">

U.S. ACCREDITATION

</div>

PharmCAS only accepts official transcripts from U.S. institutions recognized by one or more of the following accreditation agencies:

- Middle States Association of Schools and Colleges (MSA)
- New England Association of Schools and Colleges (NEASC)
- North Central Association of Schools and Colleges (NCA)
- Northwest Association of Schools and Colleges (NWCCU)
- Southern Association of Schools and Colleges (SACS)
- Western Association of Schools and Colleges (WASC)
- Accreditation Council for Pharmacy Education (ACPE)
- Association of Theological Schools in the United States and Canada (ATS)

If you attended an institution that is not recognized by one of these agencies, do NOT list the institution on your PharmCAS application and do NOT submit its transcript to PharmCAS. Contact your designated pharmacy degree programs directly to determine if you must arrange for transcripts from non-regionally accredited institutions to be sent directly to the pharmacy degree program.

<div align="center">

SUMMER 2014 TRANSCRIPTS

</div>

Arrange for all of your official transcripts to be sent to PharmCAS as soon as you have completed your summer 2014 coursework and your summer term grades are available. PharmCAS does not accept unofficial or incomplete transcripts. List all of your summer courses on your PharmCAS application.

<div align="center">

FALL 2014 TRANSCRIPTS

</div>

If your fall term grades will not be available until after you apply, you must arrange for your official fall 2014 transcripts to be sent directly to PharmCAS as soon as they are available. You must update your courses on-line during the PharmCAS "Academic Update" window. The Fall Academic Update window will open on December 15, 2014,

following the completion of the Fall 2014 term, and close on February 16, 2015. It is your responsibility to submit your fall transcripts, add any new courses completed since you first submitted your application to PharmCAS, and to edit your in-progress and planned courses. See "Updating Your Coursework" section.

WINTER, SPRING AND SUMMER 2015 TRANSCRIPTS

Arrange for your winter, spring, and summer term 2015 transcripts to be sent directly to your designated pharmacy degree programs, as required. Do not send to PharmCAS.

MILITARY TRANSCRIPTS

Do NOT list any military courses completed or credits received. Forward ALL transcripts that contain military credits or are official military transcripts to your designated pharmacy degree programs. Degree programs policies vary. Please contact the degree programs directly if you have any questions.

NO TRANSCRIPT AVAILABLE

PharmCAS does not waive transcript requirements due to an applicant's financial obligations to a college or university. Applicants who are unable to obtain an official transcript from a college or university due to extenuating circumstances must submit a signed letter of explanation on official letterhead from the appropriate institution or state department of education. PharmCAS will evaluate transcript waiver requests on a case-by-case basis.

NOTICE TO APPLICANTS OFFERED ADMISSION

If you are offered and accept an offer of admission to a pharmacy degree program, you may be required to submit a second set of official transcripts from every college/university you have attended directly to the pharmacy degree program prior to matriculation. PharmCAS cannot forward transcripts to a pharmacy degree program to fulfill this degree program requirement.

STUDY ABROAD

If you participated in a "Study (Education) Abroad" program under the auspices of a U.S. institution and the international course work appears on the U.S. transcript as regular itemized credit, only list the U.S. institution on your PharmCAS application. Do NOT list the international (foreign) institution. Arrange for only the U.S. transcript to be sent to PharmCAS. PharmCAS will process study-abroad course work in the same manner as U.S. coursework.

OVERSEAS U.S. INSTITUTIONS

PharmCAS recognizes "overseas U.S. institutions" that are:

1. Located outside U.S. borders,

2. Regionally accredited,

3. Use English as the primary language of instruction and documentation.

If you attended an overseas U.S. institution listed below, report it to PharmCAS in the same manner as your U.S. institutions by sending an official transcript to PharmCAS and listing all coursework on your PharmCAS application. U.S. institutions with campuses overseas (such as the University of Maryland at Munich) are also considered U.S. colleges for which transcripts are required and all course work must be listed. Please note that this list of overseas institutions is not all-inclusive. Contact PharmCAS if you have questions.

American College in Jerusalem (closed in 1976)
American College in Switzerland
American College of Thessaloniki
American University in Beirut
American University in Bulgaria
American University in Cairo
American University of Paris
American University of Rome
Franklin College Switzerland
Richmond American University of London
Huron University in London
John Cabot University in Rome
McDaniel College in Budapest

INTERNATIONAL TRANSCRIPTS

You MUST enter all international institutions you have attended on your PharmCAS application. Do NOT list foreign courses on your PharmCAS application (unless Study Abroad) and **do NOT send foreign transcripts to PharmCAS**. Each pharmacy degree program has selected one of the following policies for submission of non-U.S. coursework.

1. Send a foreign transcript evaluation report to PharmCAS*, or

2. Send an original foreign transcript directly to the degree program, or

3. Do not send any foreign transcript documentation. Degree programs only consider U.S. credentials. If you have completed your course prerequisites at a foreign institution, you may be ineligible for admission to these particular pharmacy programs.

* If a foreign transcript evaluation report is required by your designated pharmacy degree program, send your non-U.S. transcripts to one of the transcript evaluation services listed below for a course-by-course report. Arrange for the report to be sent from the evaluation service to PharmCAS. PharmCAS will forward the report to your selected degree programs. Your selected pharmacy programs may specify which foreign transcript evaluations service you must use. PharmCAS will not verify that you have used the correct service for a particular pharmacy degree program.

FOREIGN TRANSCRIPT EVALUATION SERVICES

World Education Services, Inc
Bowling Green Station
P.O. Box 5087
New York, NY 10274-5087
(212) 966-6311
info@wes.org
http://www.wes.org

Josef Silny & Associates, Inc
International Educational Consultants
7101 SW 102 Avenue
Miami, FL 33173
(305) 273-1616
Fax: 305-273-1338 / Translation Fax: 305-273-1984
www.jsilny.com
info@jsilny.com

Educational Credential Evaluators, Inc
P.O. Box 514070
Milwaukee, WI 53203-3470
(414) 289-3400
eval@ece.org
http://www.ece.org

International Education Research Foundation, Inc
P.O. Box 3665
Culver City, CA 90231-3665
(310) 258-9451
http://www.ierf.org

American Association of Collegiate Registrars and Admissions Officers (AACRAO)
Foreign Education Credential Services
One Dupont Circle, NW, Suite 520
Washington, D.C. 20036
(202) 296-3359
oies@aacrao.org
http://www.aacrao.org/international/foreignEdCred.cfm

Educational Perspectives
P.O. Box 618056
Chicago, IL 60661-8056
(312) 421-9300
info@educational-perspectives.org
http://www.educational-perspectives.org

*PharmCAS does not endorse any particular transcript evaluation service.

LETTERS OF REFERENCE

DEGREE PROGRAM REFERENCE REQUIREMENTS

Enter up to four (4) reference writer names on your PharmCAS application. Reference writers can submit electronic letters of reference (eLORs) only to PharmCAS. Read the PharmCAS School Directory to learn the number and types of references required and not accepted by each degree program. PharmCAS will NOT determine if you have met the reference requirements for a particular pharmacy degree program.

- PharmCAS will not forward references to pharmacy degree programs that do not accept them.

- A few pharmacy degree programs prefer that applicants send references directly to the degree program. Review the School Directory for details. PharmCAS will forward up to four references to all of your designated pharmacy degree programs, regardless of the degree program's preference.

eLORs REQUIRED

- PLEASE INFORM YOUR REFERENCE WRITERS THEY MUST SEND ELECTRONIC LETTERS OF REFERENCE (eLORs) to PharmCAS. Alert your reference writer to watch for an automated email from PharmCAS with the subject "Student Reference PharmCAS: Your Name"

- The file size to upload can be up to 2MB and the accepted formats are .txt, .rft, .pdf, and .doc

PharmCAS will send you a notification once the email is sent to your reference writer. Some email filters may interpret PharmCAS emails as "spam" and automatically delete or route them to a "junk" or "spam" folder. If your reference writer does not receive an email from PharmCAS, ask your reference writer to check all spam and junk email file folders or provide you with an alternate email address.

Below is an example of the email message a reference writer will receive:

Dear [Reference Writer],

[Applicant First and Last Name], who is currently completing an application through PharmCAS, has requested that you complete a reference form online.

Should you have any questions for this applicant, please contact [Applicant First and Last Name] directly at [Applicant email].

To complete the on-line reference, please use the following URL:
https://portal.pharmcas.org/pharmcaseforms2014/

and login to your pre-created account using:

Username: [Reference email address]
Password: XXXX

If multiple applicants have designated you as a reference, you will see a list of all of these applicants when you login to your account.

Thank you,

PharmCAS Staff

P.S. This is an automated message, please do not reply.

Once a reference writer logs in to their portal they will receive the following instructions:

PharmCAS Instructions for References

Each individual in the My Applicants list is applying for admission to one or more Doctor of Pharmacy (Pharm.D) degree programs through the Pharmacy College Application Service (PharmCAS). You have been selected by the applicant to submit your comments on the applicant's qualifications for the profession of pharmacy. The applicant's designated pharmacy degree programs will use the information supplied on this form for the purpose of assessing the applicant's qualifications for admission to a professional degree program.

Online References Accepted

You may submit your reference to PharmCAS electronically only,using the online eLOR (electronic letters of reference) tool. You will find the eLOR tool simple and efficient to use.

eLOR (Electronic Letters of Reference) - Required

Login to your PharmCAS eLOR account to access the online form. The eLOR reference form includes a section for you to enter general comments about the applicant. Complete the secure online form, then e-submit your comments to PharmCAS. Once submitted, you cannot make edits to the form. You are encouraged to print a hard copy of each applicant reference for your personal records. The eLOR system uses Secure Socket Layers (SSL) to protect your reference from unauthorized access. If you use the eLOR form, do NOT mail a hard copy to PharmCAS. PharmCAS will NOT accept references sent via regular email.

Waivers

The Family Education Rights and Privacy Act of 1974 (FERPA) provides applicants the right to access letters of reference written after January 1, 1975 unless they choose to waive their right of inspection and review. Prior to requesting a reference, applicants are required to indicate whether they wish to waive their rights to each reference. To determine an applicant's waiver status, select "My Applicants" from the top menu bar and review the "WAIVER" column. A check mark indicates that the applicant has waived his/her right of access to your reference and an X indicates that the applicant has the right to view the reference if you provide a copy to them or if they review their records once they matriculate into a degree program or by contacting the pharmacy admissions office.

Applicant Authorization

The applicant has agreed to the following two statements prior to submitting this reference request to you.

I HEREBY GIVE PHARMCAS PERMISSION TO CONTACT THE REFERENCE BELOW VIA EMAIL TO REQUEST THE COMPLETION OF THE PHARMCAS REFERENCE FORM AND LETTER OF REFERENCE. IF MY REFERENCE DOES NOT SUBMIT AN ONLINE REFERENCE FORM TO PHARMCAS IN RESPONSE TO THE EMAIL REQUEST, IT IS MY SOLE RESPONSIBILITY TO CONTACT THE REFERENCE DIRECTLY TO ENSURE ALL REFERENCES REQUIRED BY MY DESIGNATED PHARMACY DEGREE PROGRAMS ARE RECEIVED BY THE DEADLINE.

I understand that the pharmacy degree programs to which I am applying or PharmCAS may contact the Reference either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the degree programs and PharmCAS to do so.

Accept or Deny Applicant's Request

You may decide to accept or deny an applicant's request for a reference. To decline an applicant's invitation to submit an electronic reference to PharmCAS, select the "Deny" button on the "My Applicants" page. PharmCAS will automatically notify the applicant via email if a reference request is refused.

Deadlines

Applicants must arrange for PharmCAS to RECEIVE all references by the application deadline date set by their designated pharmacy degree programs. PharmCAS does NOT enforce reference deadlines. Online references will be reproduced and forwarded to each of the applicant's designated pharmacy degree programs.

Investigations

PharmCAS may verify a Reference's identity. If a pharmacy degree program suspects a reference is falsified, it is the pharmacy degree program's responsibility to contact the applicant or Reference to investigate or to contact the PharmCAS Conduct Committee. PharmCAS will share any suspected cases of falsified references reported by a pharmacy degree program with the applicant and the applicant's other designated pharmacy degree programs and the applicant may be subject to the Conduct Violation Process. PharmCAS will not attempt to verify the accuracy of the degree program investigation results.

Need Help?

PharmCAS customer support staff is available to answer any questions you have about submitting electronic references to PharmCAS. Please contact 617-612-2050 or email info@pharmcas.org for assistance.

COMMITTEE AND COMPOSITE LETTERS

Each of your designated pharmacy degree programs will decide whether a committee or composite letters may count as more than one reference. "Composite" letters typically represent a compilation of letters collected from various individuals. "Committee" letters generally represent a single letter with the collective thoughts of a group of designated individuals usually written by the chair or a designee. PharmCAS will accept the name of a college pre-health profession advisor in lieu of the reference writer(s).

LETTER SERVICES

College and university letter services may mail references directly to PharmCAS. Encourage your letter service to complete and attach the PharmCAS Evaluation Form to your reference packet.

DEADLINES

Arrange for PharmCAS to RECEIVE all of your references by the application deadline date set by your designated pharmacy degree programs. Pharmacy degree programs may not consider applicants who submit late materials. PharmCAS does **NOT** enforce reference deadlines and will forward the references to your designated degree programs even if they arrive late.

PHARMCAS MAILING OF REFERENCES

PharmCAS will begin to forward your references to your designated pharmacy degree programs once your file is complete. PharmCAS will NOT hold your application for missing references.

CHECK REFERENCE STATUS

You may login to your application to check the status of references sent to PharmCAS at any time.

ADDITIONAL REFERENCES

Do NOT send more than four (4) references to PharmCAS. Send any additional references directly to your designated pharmacy degree programs. Pharmacy degree programs may not consider extra references.

INVESTIGATIONS

PharmCAS may verify a Reference's identity. If a pharmacy degree program suspects a reference is falsified, it is the pharmacy degree program's responsibility to contact the applicant or Reference to investigate or to contact the PharmCAS Conduct Committee. PharmCAS will share any suspected cases of falsified references reported by a pharmacy degree program with the applicant and the applicant's other designated pharmacy degree programs and the applicant may be subject to the Conduct Violation Process. PharmCAS will not attempt to verify the accuracy of the degree program investigation results.

EDITING YOUR LIST OF REFERENCES

If one or more of your reference writersis unresponsive or declines your invitation to submit a letter of reference on your behalf, you may edit your reference writer contact information on your PharmCAS application before or after you e-submit your application to PharmCAS. You cannot make edits to your reference writer's information once the reference writer's reference is received.

WAIVER

The Family Education Rights and Privacy Act of 1974 (FERPA) gives applicants the right to access letters of reference written unless they choose to waive their right of inspection and review. Prior to requesting a reference from a reference writer, you are required to indicate whether you wish to waive your rights. PharmCAS will release your decision to waive or not waive access to this reference to your reference writer and your designated pharmacy degree programs. Pharmacy degree programs may interpret references as more honest and candid if you waive your right to see the letters. If you retain access, you may be asked to explain your reasons for your choice during interview(s).

Your waiver decision on the PharmCAS web application serves the same purpose as a legal signature, and is binding. If you decide to change your waiver decision, you must login to your PharmCAS application to edit your selection online. Once your reference is received electronically, you cannot make changes to your waiver decision.

AUTHORIZATION

In order for PharmCAS to process your letters of reference, you must certify the following statements:

- I hereby give PharmCAS permission to contact the reference writer below via email to request the completion of the PharmCAS reference form and letter of reference. If my reference writer does not submit an online evaluation form to PharmCAS in response to the email request, it is my sole responsibility to contact the reference writer directly to ensure all references required by my designated pharmacy degree programs are received by the deadline.

- I understand that the pharmacy degree programs to which I am applying may contact the reference writer either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the degree programs to do so.

LIST OF PharmCAS QUESTIONS FOR REFERENCE WRITERS

Do NOT print this page! **The list of PharmCAS reference form questions is provided for informational purposes only.** It is intended to help you select the reference writers who can best respond to these reference questions on your behalf. To submit the official PharmCAS reference forms, you MUST login to your PharmCAS web application and go to the "Reference" section.

FOR INFORMATIONAL PURPOSES ONLY
DO NOT PRINT THIS PAGE!

1. **Letter of Reference – Comments Section**

   - What are the applicant's primary strengths and weaknesses?

   - How might these affect the applicant's performance in a Pharm.D. degree program and future career in pharmacy?

2. **With what organization or institution are you affiliated?**

3. **Circle the role that best describes your primary relationship with the applicant:**

Teaching Assistant	Friend
Supervisor	Family Member
Professor (Science)	Faculty Advisor
Professor (Math)	Employer
Professor (Liberal Arts)	Co-Worker
Pre-Health Professions Advisor	Clergy
Politician	Other
Pharmacist	
Health Care Professional	

4. **If you are a pharmacist, please answer the following two questions.**

   - Pharmacy institution from which you graduated:

   - State in which you are licensed to practice pharmacy, if applicable

5. **If you are a pharmaceutical scientist, please answer the following question.**

   - Institution from which you graduated:

6. **If you are a professor or teaching assistant, list all courses with applicant.** (e.g., Chemistry, CHEM 101)

7. **If you were (are) the applicant's supervisor, employer, co-worker, or volunteer coordinator, please indicate the applicant's position title.**

8. **How long have you known the applicant:** Years Months

9. **How well do you know this applicant?** (select one): Very well, Moderately, Minimally, Not at all

10. **How would you rate the applicant for each of the following characteristics? Please select the rating that best describes the applicant in each category. Select 'Not Observed' (N/O) if you have not had an opportunity to evaluate the characteristic or have no basis for assessment.** (Rating Scale: Superior, Excellent, Good , Average, Below Average, Not Observed)

    - **Oral Communication:** speaks clearly with precision and accuracy, without ambiguity.

    - **Written Communication:** writing is precise, accurate, grammatically correct, and unambiguous.

    - **Intellectual Ability:** academic competence and aptitude for pharmacy degree program.

    - **Leadership:** takes initiative and motivates others.

    - **Ethics**: displays honesty, integrity, and ethical behaviors.

- **Empathy:** considerate, sensitive, and tactful in response to others.
- **Reliability:** dependable, responsible, prompt, and thorough.
- **Judgment**: displays critical thinking skills, common sense, and decisiveness.
- **Interpersonal Relations**: able to get along well with peers and superiors.
- **Adaptability:** reacts well to stress, is poised and controlled.
- **Professional Appearance:** maintains good personal hygiene, appropriate attire, well-groomed.

11. **Recommendation concerning admission (select one):**

- I highly recommend this applicant
- I recommend this applicant
- I recommend this applicant, but with some reservations
- I am not able to recommend this applicant

Supplemental Applications

The PharmCAS web application is only one step in the pharmacy admissions process.

In addition to the PharmCAS application, pharmacy programs may require you to send a supplemental application, fee, and other materials directly to that degree program. **The supplemental application deadline is usually the same as the PharmCAS degree program deadline or later.**

Review the individual pages of the School Directory or contact the degree program directly to obtain supplemental instructions or application. You must complete all PharmCAS and degree program requirements before your application will be processed and reviewed.

PharmCAS SUPPLEMENTAL STATUS TOOL

To check on the status of materials you send directly to the pharmacy degree program, login to your PharmCAS application, select the STATUS menu option, and then select SUPPLEMENTAL. Some degree programs may not begin to report supplemental status information until the degree program deadline date passes. Not all pharmacy degree programs use the supplemental status tool. Contact the pharmacy degree programs directly if you have questions about the status of your supplemental materials. Do NOT contact PharmCAS.

After You E-Submit Your Application

APPLICATION CYCLE

The PharmCAS application cycle begins mid July 2014 for fall 2015 enrollment. You may start your PharmCAS application as soon as it is available. The Early Decision deadline is September 2, 2014. The first regular application deadline date is November 3, 2014 and the last regular application deadline is March 2, 2015. The PharmCAS application cycle for the 2015 Entering Class will officially close on April 1, 2015, unless otherwise announced. Participating degree programs will report admission decisions to applicants and PharmCAS throughout the application cycle.

WHAT HAPPENS NEXT?

Review the PharmCAS Checklist to ensure you have fulfilled all requirements. PharmCAS will consider your application complete and begin to process it once the following materials are received:

- **Complete** PharmCAS application

- Sealed **official transcripts** mailed directly from every regionally accredited U.S. postsecondary institution attended *, AND

- The correct PharmCAS application fee

Also send letters of reference, foreign transcript evaluation reports, and test scores (PCAT, TOEFL) scores to PharmCAS by the application deadline, if required by your designated pharmacy degree programs.

Your designated pharmacy degree programs **may also require** you to send additional fees and/or application materials directly to the degree program, such as such as supplemental applications, references, and official transcripts. Failure to submit all required materials as instructed may jeopardize your eligibility for admission consideration.

APPLICATION VERIFICATION

PharmCAS will process your application once you submit your completed application, required fee, and all official transcript(s) to the Service. **PharmCAS processing may take up to five weeks once all required materials are received.**

Once your application is complete, PharmCAS will verify the accuracy of your application materials, compare your original transcripts to the **self-reported** course information on your application, calculate your PharmCAS GPAs, and submit your application to each of your designated pharmacy degree programs.

*(PharmCAS will **not** determine if an applicant has met the minimum course requirements or is eligible for admission to a particular degree program.)* Your designated pharmacy degree programs may contact you about your application within a few weeks after receiving your application or only after the degree program deadline has passed, depending on degree program policy.

Participating degree programs will report admission decisions to applicants and PharmCAS throughout the application cycle.

CHECKING YOUR APPLICATION FILE STATUS

Check your application status on-line! To view the real-time progress of your file, login to your PharmCAS application and select the STATUS menu option.

Do not call or email PharmCAS until you have read the instructions, checked your status on-line, reviewed your email account for any PharmCAS messages, and read the FAQ section. If you still have questions, contact PharmCAS staff. Provide your PharmCAS ID Number and name in all communication. Allow up to 3 business days for PharmCAS to respond to your inquiry. PharmCAS will only discuss a file with an applicant and the applicant's designated pharmacy degree programs. Staff will not discuss an application file with a parent, spouse, relative, friend, or employer. Hours: Monday-Friday (9:00 a.m. to 5:00 p.m. Eastern Time).

> **PharmCAS**
> **P.O. Box 9109**
> **Watertown, MA 02471**
> **617-612-2050**
> **TTY line: 617-612-2060**
> **info@pharmcas.org**

PharmCAS will make every attempt to process your application in a timely manner. At the same time, you are responsible for submitting your application and ALL other related materials to PharmCAS so they are received before the earliest deadline date established by your designated pharmacy degree programs. PharmCAS processing may take up to five weeks after your application, transcripts, and fee are received. PharmCAS is not responsible for any materials lost in the mail or for delays caused by the registrar's office.

POST-SUBMISSION CHANGES

After the initial submission of your completed PharmCAS application, you may only make changes to the following items:

- **Full Legal Name.**

- **Alternate Name.**

- **Permanent Mailing Address.**

- **Current Mailing Address.**

- **Phone Numbers.**

- **Email Address.**

- **Fax Number.**

- **Password**: Not transmitted to your designated pharmacy degree programs.

- **Designate Additional PharmCAS Programs**: No substitutions or deletions.

- **Planned Coursework:** One-time changes during the Fall Academic Update only.

- **New Fall Courses Completed**: One-time changes during the Fall Academic Update only.

- **New Spring Courses Completed**: One-time changes during the Spring Academic Update only.

- **Reference Contacts**: You may not delete an evaluator from your application once PharmCAS receives the evaluator's reference.

WITHDRAWING YOUR APPLICATION

If you wish to withdraw your application from consideration from one or more pharmacy degree programs, you must contact the degree program directly. You may not withdraw your application if you have received notice that your application is "on hold" because it is under consideration by the Conduct Review Committee for a potential violation of the PharmCAS Applicant Code of Conduct.

REFUNDS

PharmCAS application fees are non-refundable. PharmCAS does not issue refunds for withdrawn applications or missed deadlines. PharmCAS does not issue refunds for any reason.

SUBSTITUTING OR DELETING PHARMACY DEGREE PROGRAM CHOICES

PharmCAS will **not** accept requests to substitute or delete degree program choices or refund application fees. If after delivering your PharmCAS application, you wish to rescind your application to a particular pharmacy degree program, contact the degree program directly to remove your application from consideration.

ADDING A PHARMACY DEGREE PROGRAM AFTER APPLICATION SUBMISSION

You may apply to additional pharmacy programs after submission of your PharmCAS application. To apply to additional programs, log onto your PharmCAS application and designate additional degree programs. Do NOT create a new PharmCAS application to add new designations. **PharmCAS must receive the appropriate fee for each additional pharmacy**

program you select. You cannot apply to a particular degree program after the application deadline date has passed.

INTERVIEW NO-SHOW POLICY

Applicants, who decide to cancel an interview, must do so one business day prior to the scheduled interview. Cancellation notice must be reported to the school by 12:00PM (local time zone of the school) on the business day prior to the interview. Business days are considered Monday through Friday.

Due to the professional nature of pharmacy program interviews, the following policy will be enforced when an applicant cancels an interview after one business day (late cancellation), or fails to show up for a previously scheduled interview (no-show):

- Any late cancellation or no-show will have a note in the PharmCAS system, viewable by all pharmacy degree programs that you have or will apply to, saying "Unprofessional behavior – Interview No-Show"
- Schools and colleges of pharmacy will independently decide if this information is relevant to their application process and on what action they choose to take with this information shared in the PharmCAS system (i.e. they may or may not take it into account in the evaluation of your application).
- Please note that emergency situations are exempt from this policy.

VIOLATIONS AFTER SUBMISSION

If a violation or institutional action (i.e. academic sanction, etc.) occurs after an applicant e-submits their PharmCAS application, it is the applicant's responsibility to notify the programs they have or will apply to in this application cycle. Degree programs can independently decide on what action they choose to take with this information.

SHARING OF ADMISSION DECISIONS

On a dynamic basis, PharmCAS degree programs will receive reports regarding the number of offers of admission made and number of offers of admission accepted for those applicants the degree program shares with another PharmCAS degree program. Your designated PharmCAS degree programs will know how many offers of admission you have received and how many offers of admission you have accepted at other PharmCAS degree programs. PharmCAS degree programs will not know how many applications you have submitted. They will also not know whether you were denied admission to another pharmacy degree program or be informed of any other admission actions made by other PharmCAS degree programs, except offers of admission made or accepted.

ACCEPTING OFFERS OF ADMISSION

You are encouraged to make a final decision related to your matriculation as soon as possible. It is your responsibility to adhere to any deadlines for acceptances established by the degree programs to which you have been offered admission. You should refer to the appropriate degree program page in the School Directory for instructions on deadlines, documents, and deposits that may be required to formally accept an offer of admission. Pharmacy degree programs establish their own policies for applicants who have accepted multiple offers of admission, and reserve the right to require that accepted applicant formally decline other admission offers before finalizing their own offer. Contact your selected degree programs directly for questions.

NOTICE TO APPLICANTS OFFERED ADMISSION

If you are offered and accept an offer of admission to a pharmacy degree program, you may be required to submit a second set of official transcripts from every college/university you have attended directly to the pharmacy degree program prior to matriculation. PharmCAS cannot forward transcripts to a pharmacy degree program to fulfill this degree program requirement.

WAIT-LIST POLICY

PharmCAS degree programs may continue to make offers of admission to wait-listed applicants up until the first day of class. A pharmacy degree program that has placed an applicant on a wait-list will not have access to that applicant's admission status at other PharmCAS degree programs. Wait-listed applicants should contact the appropriate degree program directly for specific information on that degree program's wait-list policy.

Centralized Criminal Background Check Program

The American Association of Colleges of Pharmacy (AACP) recommends that all U.S. Pharm.D. programs procure a national background check on you upon your initial, conditional acceptance to pharmacy school. The rationale for performing criminal background checks on accepted pharmacy school applicants is based on a number of issues, including 1) the need to enhance the safety and well-being of patients and, in so doing, to bolster the public's continuing trust in the pharmacy profession, and 2) to ascertain the ability of accepted applicants to complete their pharmacy education and eventually become licensed pharmacists.

In support of this recommendation, AACP has initiated a PharmCAS-facilitated national background check service, through which Certiphi Screening, Inc. (a Vertical Screen® Company) will procure a national background report on applicants at the point of acceptance. AACP has initiated this service in order to recognize the desire of pharmacy degree programs to procure appropriate national criminal history reports, and to prevent applicants from paying additional fees at each pharmacy degree program to which they are accepted.

PARTICIPATING Pharm.D. PROGRAMS

Albany College of Pharmacy and Health Sciences – Albany, NY and Colchester, VT

Appalachian College of Pharmacy

Auburn University

Belmont University

California Health Sciences University

California Northstate University

Campbell University

Cedarville University

Chapman University

Chicago State University

Creighton University

D'Youville College

Drake University

Fairleigh Dickinson University

Ferris State University

Harding University

Howard University

Husson University

Keck Graduate Institute

LECOM – Bradenton

LECOM – Distance Education Pathway

LECOM – Erie

Long Island University

Mercer University

Midwestern University – Downers Grove

Midwestern University – Glendale

Northeast Ohio Medical University (NEOMED)

Notre Dame of Maryland University

Pacific University Oregon

Philadelphia College of Osteopathic Medicine

Presbyterian College

Purdue University

Regis University

Roosevelt University

Rosalind Franklin University of Medicine and Science

Samford University

Shenandoah University

South College (TN)

South University (GA)

South University (SC)

St. John Fisher College

Sullivan University

Temple University

Texas Southern University

Thomas Jefferson University

Touro College (NY)

Union University

University at Buffalo - SUNY

University of California - San Diego

University of California - San Francisco

University of Charleston

University of Cincinnati

University of Colorado

University of Connecticut

University of Florida

University of Georgia

The University of Iowa

University of Kentucky

University of Louisiana at Monroe

University of Maryland Eastern Shore

University of Michigan

University of Nebraska

University of New England

The University of New Mexico

University of North Carolina at Chapel Hill

University of Oklahoma

University of Saint Joseph

University of South Florida

University of Southern California

University of Texas at Austin

University of Texas at Tyler

University of the Pacific (CA)

The University of Utah

University of Washington

University of Wisconsin - Madison

Virginia Commonwealth University

Washington State University

Wayne State University

West Virginia University

West Coast University

Western New England College

Wingate University – Hendersonville, NC and Wingate, NC

Xavier University

BACKGROUND CHECK DESCRIPTION

Below you will find a search by search description of each check to be facilitated by AACP, and conducted by AACP's selected vendor, in support of the AACP centralized criminal background check solution. Note that all criminal history searches will be conducted in order to collect criminal history as follows.

Social Security Number Search

A search of credit report header data to help confirm the applicant's identifying information such as name, aliases, address(es), Social Security Number and to determine areas of prior residence.

County Criminal Records Searches

A direct search of county courthouse records for any felony or misdemeanor criminal history. All records are researched to help ensure positive identification and complete, easy-to-read details.

Statewide Criminal Records Search

A search conducted through statewide criminal records repositories or court systems for any felony or misdemeanor criminal history.

Federal Criminal Records Search

A direct search of federal courthouse records for any felony or misdemeanor criminal history. All records are researched to help ensure positive identification and complete, easy-to-read details.

National Criminal Database Search

This search is an instant, multi-jurisdiction private database search covering more than 194 million criminal records collected from across the country. All database "hits" are verified directly through the source of information to ensure that records reported are current and up-to-date.

National Sexual Offender Database Search

A search of a national private database which contains sex offender data collected from across the country. All records are researched to help ensure positive identification.

U.S. Department of Health and Human Services Office of Inspector General List of Excluded Individuals/Entities Search

A search of the U.S. Department of Health and Human Services Office of Inspector General List of Excluded Individuals/Entities (LEIE), a database which provides information to the public, health care providers, patients, and others relating to parties excluded from participation in the Medicare, Medicaid, and all Federal health care programs.

Search for Dishonorable Discharge from the Armed Forces

Military records are verified through either telephone interviews with the subject's former commander or by obtaining the applicant's DD-214 form. Verification generally includes subject's name, Service Number, rank, dates of service, awards and decorations, and place of entrance and separation.

International Screening

International criminal records searches are performed where applicable.

SanctionsBase Screening

A search covering sanctions, disciplinary and administrative actions taken by hundreds of federal and state healthcare regulatory authorities, including FDA, NIH, GSA, OFAC, terrorist watch lists and more.

<div align="center">

BACKGROUND CHECK PROCESS

</div>

This service works as follows:

Upon your initial, conditional acceptance by a participating pharmacy degree program, Certiphi Screening, Inc. will send an email to the preferred email address you entered in your PharmCAS application. This email will provide you with access to a secure, online form via which

you will provide basic identifying information and consent for this report to be procured. Your consent will serve for all pharmacy degree programs, and you will not be asked to provide consent upon receiving additional, conditional acceptance offers by participating pharmacy degree programs. You will be charged a $15 administrative fee by Certiphi Screening, Inc.

Once you have provided consent, Certiphi Screening, Inc. will procure a national background check on you (Background Check Details).Once the report is complete, Certiphi Screening, Inc. will send an email to your preferred email address requesting that you review the report prior to its distribution. Upon receiving this email:

You will have ten (10) calendar days from the date this email is sent to review your report prior to this report being made available to the participating pharmacy degree programs who request this report. If you do not review this report, the report will be distributed after this period elapses.

You will be provided with an opportunity to contest the accuracy of the contents of the report within the specified ten (10) calendar day period.

Once you have reviewed and released this report, or after the specified ten (10) calendar day period has elapsed, the report procured on you will be made available to the participating pharmacy degree program who offered an acceptance and initiated the request for this report.

Should you choose to do so, for a fee, you may procure your own report from Certiphi Screening, Inc. in advance of the PharmCAS-facilitated report if you designate one of the participating degree programs in your PharmCAS application. Please note that this is not required, and that this optional report will not take the place of the report to be procured at the time of conditional acceptance by a participating pharmacy degree program.

Additional Notes:

The report procured during this process will not be released to any party other than the pharmacy degree programs requesting this report. Please note that the requesting degree program will be notified if consent is not provided, and that failure to provide consent may result in failing to meet the requesting degree program's admissions requirements. Many pharmacy degree programs not participating in our service may also require applicants to undergo a separate national background check process. Contact your designated pharmacy degree programs directly for specific policies.

Centralized Drug Screening Program

The American Association of Colleges of Pharmacy (AACP) recommends that all U.S. Pharm.D. programs procure a drug screening on you upon your initial, conditional acceptance to pharmacy school. The rationale for performing drug screenings on accepted pharmacy school applicants is based on a number of issues, including 1) the need to enhance the safety and well-being of patients and, in so doing, to bolster the public's continuing trust in the pharmacy profession, and 2) to ascertain the ability of accepted applicants to complete their pharmacy education and eventually become licensed pharmacists.

In support of this recommendation, AACP has initiated a PharmCAS-facilitated drug screening service, through which Certiphi Screening, Inc. (a Vertical Screen® Company) will procure a drug screening report on applicants at the point of acceptance.   AACP has initiated this service in order to recognize the desire of pharmacy degree programs to procure appropriate drug screen reports, and to prevent applicants from paying additional fees at each pharmacy degree program to which they are accepted.

DRUG SCREENING DESCRIPTION

Certiphi uses urine screening methodologies utilizing both laboratory and instant testing technologies. Tests will be performed through Certiphi's vast pool of more than 8,000 collection sites located throughout the United States and Canada.

Once a participating degree program has offered you admission, Certiphi Screening will send you an email with instructions for completing the drug screen. The email will include a toll-free telephone number to contact with any questions regarding the process.

Individual pharmacy degree programs may require you to submit to additional drug screenings following the initial screen.

 Once a drug screen has been completed, Certiphi will provide the report to the student applicant as well as all pharmacy degree programs offering acceptance.

DRUG SCREENING PROCESS

This service works as follows:

 Upon your initial, conditional acceptance by a participating pharmacy degree program, Certiphi Screening, Inc. will send an email to the preferred email address you entered in your PharmCAS application. This email will provide you with access to a secure, online form via which you will provide basic identifying information, consent for this report to be procured, and payment of $53. Your consent will serve for all pharmacy degree programs, and you will not be asked to provide consent upon receiving additional, conditional acceptance offers by participating pharmacy degree programs.

Once you have provided payment, Certiphi Screening, Inc. will provide additional instructions on available drug screening collection facilities to be used for specimen collection. Upon report completion Certiphi Screening, Inc. will send an email to your preferred email address notifying you that your drug screening report is complete. A copy of the report will also be provided immediately to the pharmacy degree program(s).

Additional Notes:

The report procured during this process will not be released to any party other than the pharmacy degree programs requesting this report.

Upon testing by the laboratory, if the specimen is found to be positive for one or more of the drugs tested, you will receive a telephone call from Medical Review Officer (MRO) at Certiphi Screening, Inc. The MRO will consult with you and your physician to obtain proof as to why the drug/medication was in your specimen.

If you do not return the call to the MRO within three business days, the report will be delivered as a "positive" drug screen.

PARTICIPATING Pharm.D. PROGRAMS

Belmont University
California Health Sciences University
Campbell University

Chapman University
Chicago State University
Husson University

Keck Graduate Institute
LECOM – Bradenton
LECOM – Distance Education Pathway
LECOM – Erie
Long Island University
Mercer University
Pacific University Oregon
Philadelphia College of Osteopathic Medicine
Roosevelt University

Rosalind Franklin University
South College (TN)
University of Kentucky
University of Saint Joseph
University of South Florida
University of Texas at Austin
University of Texas at Tyler
University of the Pacific
Xavier University

VERIFICATION AND GPAs

VERIFYING YOUR COURSE HISTORY

After PharmCAS receives ALL of your **official U.S. transcripts**, the Service conducts a course-by-course verification process. Verification refers to the matching of courses on your official transcripts with the courses you entered onto the "Coursework" section of your PharmCAS application. PharmCAS will check the course information you reported on your application against your official transcripts, and will report any discrepancies to your selected pharmacy degree programs.

REPORT ALL OF YOUR COURSES EVEN IF THEY ARE NOT A PHARMACY DEGREE PROGRAM PREREQUISITE!

PharmCAS will return your application to you for corrections or explanation if it identifies a significant number of course discrepancies or omissions. If you fail to properly enter all of your courses when you first submit your application or do not make corrections as requested, you may jeopardize your chances for admission.

GPA CALCULATIONS

To calculate a grade-point-average (GPA), PharmCAS determines your total number of quality points by multiplying semester hours attempted by the value of the verified PharmCAS grade. Quarter hours and units are converted to semester hours (quarter hours are multiplied by .667). The quality points are divided by the total number of hours for completed courses. PharmCAS will report your standardized GPA in semester-based 4.0 grading scale.

PharmCAS Grades and Weights

4.0	3.7	3.5	3.3	3.0	2.7	2.5	2.3	2.0	1.7	1.5	1.3	1.0	0.7	0.5	0
A/A+	A-	AB	B+	B	B-	BC	C+	C	C-	CD	D+	D	D-	DE	F

Undergraduate GPAs
- Science, Non-Science, Math, Undergraduate Cumulative

Graduate / Professional GPAs
- Science, Non-Science, Math, Graduate/Professional Cumulative

Overall Cumulative GPA
- Undergraduate, Graduate, and Professional Study

Course Subject GPAs
- Biochemistry, Biology, Inorganic Chemistry, Math, Microbiology, Organic Chemistry, Other Science, Physics, and Social Science

GPAs by Academic Status
- Freshman, Sophomore, Junior, Senior, Post-BS, Graduate, and Professional

College/University GPA
- Separate GPA for college/university attended based on PharmCAS GPA calculation rules.

PharmCAS GPA CALCULATION RULES

PharmCAS calculates a standardized GPA to help participating degree programs evaluate applicants using uniform and consistent criteria, regardless of different institutional transcript policies. PharmCAS GPAs are likely to be different from those calculated by the colleges and universities you attended due to the PharmCAS grade standardization process. (Degree programs may choose to use the PharmCAS GPAs or calculate new GPAs for their own institutional use.)

- GPAs include verified course data from regionally accredited U.S. postsecondary institutions only.

- All courses with credit hours and a PharmCAS Grade are calculated into the PharmCAS GPAs, regardless of whether the credit counts toward a degree or counted toward a college/university GPA.

- If the course credit hours or grade are missing, the course is excluded from the PharmCAS GPAs. PharmCAS will NOT calculate GPAs by totaling grade values and dividing by the number of courses completed.

- PharmCAS counts grades and hours assigned by the school where the courses were originally taken, not by any school that has granted transfer credit. (The only exception to this rule is Study Abroad coursework that transferred to a U.S. institution with itemized credit and grades.)

- **PharmCAS will include ALL initial AND repeated course work in its GPA calculations** (including those repeated under freshman forgiveness, academic bankruptcy, and other related institutional policies).

- **Grades and credit hours for all FAILED courses will be included in the PharmCAS GPA, even if they are not included in the GPA calculations of the transcript-issuing institution.** The degree programs to which you are applying may recalculate your GPA excluding repeated coursework.

- The following course types are **not** counted in PharmCAS GPA calculations:

  - Advanced Placement
  - CLEP
  - Audit
  - Deferred
  - Institutional/Departmental Exam
  - International Baccalaureate
  - Incomplete
  - Pass/Fail
  - Withdrawn/Withdrawn Passing
  - Withdrawn Failing

- If "Quarter", PharmCAS system will automatically convert quarter hours to semester hours (Quarter Hour x .667).

- If "Unit", PharmCAS manually converts unit credits to semester hours for each course.

- PharmCAS determines which courses should be included in each by referring to code in "Course Subject" field.

- Grade value of the course is multiplied by the semester hours for that course. The product of this multiplication equals the quality points.

- Cumulative quality points are divided by the cumulative attempted hours. (Total Quality Points / Total Credit Hours Attempted = GPA)

- All credit hours are rounded to the tenths place.
- PharmCAS GPAs are rounded to the hundredths place.

NUMERIC GRADING SCHEMES

Some college transcripts report numeric grades, rather than alpha (letter) grades. Registrars often provide a transcript key to indicate the alpha (letter) value for each numeric grade. The letter value varies by college and university. For example, a "92" may be equal to an "A" at one institution and "B" at another institution. PharmCAS verifies that the applicant selected the correct alpha (letter) "PharmCAS Grade" based on the transcript key. If the transcript does not indicate a corresponding alpha (letter) grade, PharmCAS will default to the standardized grade scale below.

For Transcripts with no alpha grade key

Grade on Transcript	"PharmCAS Grade"	Value
100-90	A/A+	(4.0)
89-80	B	(3.0)
79-70	C	(2.0)
69-60	D	(1.0)
.60	F	(>1.0)

For Transcripts with no alpha grade key

Grade on Transcript	"PharmCAS Grade"	Value
4.00-3.80	A/A+	(4.0)
3.79-3.60	A-	(3.7)
3.59-3.40	AB	(3.5)
3.39-3.10	B+	(3.3)
3.00-2.80	B	(3.0)
2.79-2.60	B-	(2.7)
2.59-2.40	BC	(2.5)
2.39-2.10	C+	(2.3)
2.09-1.80	C	(2.0)
1.79-1.60	C-	(1.7)
1.59-1.40	CD	(1.5)
1.39-1.10	D+	(1.3)
1.09-.80	D	(1.0)
0.79-.060	D-	(0.7)
0.59-0.40	DE	(0.5)
Less than or equal to 0.39	F	0.0
Non-graded designations	NONE	

NARRATIVE (NON-GRADED) TRANSCRIPTS

Most U.S. colleges and universities evaluate students' work with a numeric (e.g., 4.0) or alpha grade (e.g., B+). Some degree programs evaluate students with a "narrative" – sentences or paragraphs discussing the student's work. PharmCAS cannot verify narrative transcripts. If received, these transcripts will be reproduced and mailed to your designated pharmacy degree programs. The following schools use narratives evaluations completely or partially, or have used them during some period of time.

Antioch College
Bennington College
The Evergreen State College
Goddard College
Goshen College
Hampshire College
Hartwick College
Lindenwood University
Nova Scotia College of Art and Design
New College of Florida
Pacific Oaks College
Prescott College
Purchase College - SUNY
Sarah Lawrence College
University of California, Santa Cruz
University of Massachusetts Boston
University of Minnesota – Twin Cities
World College West

MILITARY TRANSCRIPTS AND OTHER UNIQUE GRADING SCHEMES

If PharmCAS cannot convert/decipher a grading scheme for a particular feeder school after contacting the Registrar, the staff will mark the courses and credits on the application as unverified. PharmCAS will include any unverified courses in your list of courses reported to your designated pharmacy degree programs, but the grades will be excluded from the GPA calculations. Your selected pharmacy degree programs may decide to incorporate unverified grades in its local GPAs.

REVIEWING PharmCAS GPA CALCULATIONS

You may review your PharmCAS GPAs by logging onto your account on the PharmCAS web site. PharmCAS GPAs are likely to be different from those calculated by the colleges and universities you attended due to the PharmCAS grade standardization process. Your PharmCAS GPAs will be calculated within FIVE weeks after PharmCAS receives your completed application, ALL transcripts, and the correct fee payment. Please contact PharmCAS by email if you have difficulty accessing your account.

Example:

Course	Grade on Transcript	Credits Attempted on Transcript	PharmCAS Grade	Calculation	Quality Points
MATH 1100	100	3	A (4.0)	= 4x3	12
ENGL 1310	90	3	B (3.0)	= 3x3	9
GEOL 1620	80	4	C (2.0)	= 2x4	8
PHED 1000	70	3	D (1.0)	= 1x3	3
PSCI 1040	60	3	F (0.0)	= 0x3	0
TOTAL		16			32

GPA Calculation
32 (Quality Points) ÷ by 16 (Credit Hours Attempted) = 2.00 (GPA)

DEGREE VERIFICATION

PharmCAS will verify that all degrees reported as earned in the Colleges Attended section of the application also appear on the applicant's official transcripts. PharmCAS reserves the right to make edits to the application degree fields in order to correct minor typographical errors; however, it is ultimately the applicant's responsibility to properly enter all degrees on the PharmCAS application. Failure to properly enter your degrees may delay your application in processing or jeopardize your chances for admission.

During the Fall Academic Update, PharmCAS will verify any new degrees earned since the application was initially submitted and verified. PharmCAS will not verify any new degrees earned in the 2014 spring or summer terms.

Pharmacy degree programs are instructed not to automatically interpret a PharmCAS-reported "NO" in the degree earned fields to mean that the applicant entered falsified information. PharmCAS and designated pharmacy degree programs recognize that registrars may not report a degree as earned on a transcript until several weeks after the degree is earned or until the end of the academic year. Pharmacy degree programs reserve the right to contact the applicant or registrar directly, if they have questions about the status of a degree.

PharmCAS INVESTIGATIONS

The service will investigate and report applicants suspected of submitting false or fraudulent information. If any misrepresentation in data is suspected by or reported to PharmCAS, the applicant will be notified and relevant information will be requested. If misrepresentation in data is confirmed, PharmCAS will notify the schools to which the applicant has applied. In addition, on a case-by-case basis, PharmCAS reserves the right to notify all degree programs participating in the Service as well as other education associations.

Privacy

All data gathered by PharmCAS in the process of providing its centralized application service become, at the close of each processing year, the property of the American Association of Colleges of Pharmacy (AACP). Data gathered by PharmCAS are classified as "Restricted". Restricted data are reported only in aggregate form so as not to divulge student-specific demographic information. Student data are reported in aggregate. To maintain confidentiality, it is the policy of the AACP to not report any average unless more than four values are used to calculate that average. AACP will use this restricted data to perform analysis on the national applicant pool and will use individual applicant information in the analysis, but will ensure that data is only reported in the aggregate form so that individual applicants will not be identified.

DATA COLLECTION, PROCESSING, AND DISSEMINATION - PRINCIPLES AND POLICIES

PharmCAS has developed policies to prevent the exposure of truly confidential personal data without the permission of the individual involved, to limit the distribution of sensitive data to those situations which require it, and to permit distribution of non-sensitive, directory information wherever a useful purpose can be served.

Except for AACP aggregate research, directory information and communications with the degree programs as a part of the application and record keeping process, information about individual students is not shared with anyone in a way which would permit individual identification. Any personally identifiable data submitted by an applicant will be made available to that applicant upon written request.

Information about applicants and students is, of course, disclosed to the degree programs to which a student applies and/or matriculates. With the exception of monitoring reports related to late multiple acceptances, information submitted to PharmCAS by a pharmacy degree program is available only to that degree program.

PRIVACY, CONFIDENTIALITY AND RELEASE OF DATA

In the application, PharmCAS asks its applicants to consider and authorize the release of data to its participating degree programs and appropriate pre-health professions advisors. PharmCAS will only discuss an application with the applicant and the applicant's designated pharmacy degree programs. Staff will not discuss an application with a parent, spouse, relative, friend, or employer.

Security

Security is a priority at PharmCAS. We are committed to protecting the security and confidentiality of your information. We use a combination of state-of-the-art technology and methods to help ensure that your online sessions are secure.

INTERNET SECURITY MEASURES

Any personal information you send us is scrambled. This technology, called Secure Socket Layers (SSL), protects information you submit or receive through this site. In addition, any sensitive personal information that you send to our web site (such as social security number) is held in a secured environment, protected by tools such as firewalls and/or database field encryption. The technology is designed to make using your personal data and credit card information on the Internet as safe as possible. PharmCAS protects the privacy of your credit card information, name, address, e-mail and all other information you provide us via the online payment process. No representation is made, however, regarding the unconditional security of such submissions.

Independent agencies report there are no recorded instances of someone "breaking" SSL encryption and using credit card information for fraudulent purposes. Statistically speaking, it is safer to submit your credit card information electronically via an SSL site than it is to give your

card to a store clerk. SSL technology is so safe that VeriSign, the PharmCAS certifying authority, warrants it against fraudulent use for up to $100,000.

The SSL technology depends on secure Uniform Resource Locators (URLs) that are certified by an authority such as VeriSign. Secure URLs always begin with "https://" (not "http://"). If you use a browser that recognizes SSL, you will be notified that you are on a secure page. Any information you enter on such a page is encrypted, sent over the Internet in encrypted form, and de-encrypted at our server. If your browser doesn't support SSL technology, you will receive an error message when trying to access our SSL page. If this error occurs, logout of your application and download the most current version of your browser.

Once we receive your credit card information, it is accessible only to designated PharmCAS administrators.

About AACP

PharmCAS is a service of the American Association of Colleges of Pharmacy (AACP) as administered by its service provider, Liaison International, Inc located in Watertown, Massachusetts. Contact PharmCAS directly for questions about your PharmCAS application.

Founded in 1900, AACP is the national organization representing pharmaceutical education in the United States. The mission of the Association is to both represent and be an advocate for all segments of the academic community in the profession of pharmacy. That community comprises all colleges and schools with pharmacy degree programs accredited by the American Council on Pharmaceutical Education, approximately 62,700 professional degree students, 4,000 students enrolled in graduate studies and more than 6,000 full-time faculty. AACP member institutions award the doctor of pharmacy (Pharm.D.) - a four-academic year or three-calendar year professional degree program - following a minimum of two years of collegiate pre-professional study, as well as Masters and Ph.D. degrees in the pharmaceutical sciences.

AACP does not provide information to applicants about the PharmCAS process or their application status. Please contact PharmCAS customer support or your selected pharmacy degree programs directly for PharmCAS-related inquiries. Thank you.

American Association of Colleges of Pharmacy

http://www.aacp.org/pharmacycareers