

# The PharmCAS Application Process

Applicants create a PharmCAS account in the online portal and follow the checklist outlined below to submit applications within the system. Applicants should access the [www.pharmcas.org](http://www.pharmcas.org) site hosted by the American Association of Colleges of Pharmacy (AACP), for additional school-specific admission requirements and pharmacy resources.

## CHECKLIST FOR APPLICANTS

This checklist is intended to help you prepare your application, but not a substitute for the full instructions. The PharmCAS application is only one step in the admissions process. You must meet all PharmCAS and program requirements before your application will be considered.

### 01 COMPLETE THESE STEPS FIRST

- Read ALL PharmCAS instructions carefully. Save or print a copy of the PDF.
- Create your PharmCAS login account immediately to obtain your PharmCAS ID number.
- Complete the Colleges Attended section of the application first. PharmCAS cannot post transcripts to your application until this step is done.
- Arrange for official transcripts for every U.S. college and university attended to be sent to PharmCAS, so they arrive by the deadline.
- Enter ALL of your U.S. and English Canadian coursework on your application using personal copies of your transcripts. Do not enter foreign courses.

### 02 COMPLETE NEXT STEPS, IF REQUIRED BY SELECTED PHARM.D. PROGRAMS

- Add PCAT test dates planned and completed. You must include your PCAT CID on the application and request your official scores to be sent to PharmCAS code 104.
- Complete the Evaluations section, so your evaluators have adequate time to respond. Some programs require evaluations to be sent directly to the institution.
- Complete the school-specific requirements in the Program Materials section.
- Submit any supplemental materials or fees directly to programs, as required.
- Arrange for AP, IB, and other test scores to be sent directly to the program, as required.

### 03 BEFORE YOU SUBMIT THE APPLICATION

- Review your application for accuracy. You can only edit selected sections of your application after it's submitted.
- Pay the PharmCAS application fee via credit card by the Pharm.D. program deadline.
- Download, print or save your completed application for your personal records.

### 04 AFTER YOU SUBMIT YOUR APPLICATION

- Arrange for summer and fall 2018 transcripts to be sent to PharmCAS as soon as they are available. Update your coursework during the Fall Academic Update.
- 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.
- Complete the Spring Academic Update, as required by program.

### 05 INTERNATIONAL REQUIREMENTS

- Request a course-by-course evaluation from World Education Services (WES) through the Colleges Attended section of the application, and allow 4–6 weeks for processing.
- If an original foreign transcript is required, arrange for it to be sent to the program.
- If English is not your primary language, determine if the program requires TOEFL.