

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 instructions. **The PharmCAS application is only one step in the pharmacy admissions process. You must meet all PharmCAS and school 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.
- 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 to be received PharmCAS office by the application deadline!** If you do not submit the transcript request form with each your 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, TOEFL, and TSE test scores to be sent directly to PharmCAS, if required by your designated pharmacy schools. **PharmCAS will match your PCAT scores to your application based on your PCAT CID. You MUST report your PCAT CID on your application.**
- Submit the correct PharmCAS fee to the service by the pharmacy school deadline. Credit card payments are preferred. If mailing a money order, attach the completed PharmCAS Payment Form. PharmCAS does not accept cash or check payments.
- Review your application for accuracy. You cannot edit your application once it is e-submitted.
- Print your completed application for your personal records.
- Arrange for your summer and fall 2009 transcripts to be sent to PharmCAS as soon as they are available. Update your coursework during the 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.

PHARMACY SCHOOL ADMISSION CHECKLIST

Read the School Pages for pharmacy school-specific instructions and requirements. **IF REQUIRED BY THE PHARMACY SCHOOL**, you must

- Submit a supplemental application and fee directly to the pharmacy school by the deadline.
- Arrange for AP, IB, and other test scores to be sent directly to the pharmacy school.
- Arrange for letters of reference to be sent to PharmCAS (or directly to the pharmacy school, as per each pharmacy school's instructions).
- Submit foreign transcripts to the appropriate pharmacy school or evaluation agency.