



**PharmCAS**  
Pharmacy **College** Application Service

**2021–2022**  
**PharmCAS**  
**Application Instructions**  
**for 2022 Enrollment**

American Association of  
**Colleges of Pharmacy** **AACP**

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## 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 Doctor of Pharmacy (Pharm.D.) degree programs. 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 institution-specific instructions. PharmCAS is for first-year professional pharmacy degree applicants only. High school students and current student pharmacists who wish to transfer to another pharmacy degree program should contact institutions directly for instructions.

## GENERAL INSTRUCTIONS

### APPLICATION CYCLE

The 2021-2022 PharmCAS admissions cycle begins in mid-July 2021. Applicants may start and submit the application as soon as it is available. The final application deadline is June 1, 2022 and the document deadline is June 30, 2022.

### IMPORTANT NOTICES

- The PharmCAS institutional deadline indicates the date you must submit your 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 two weeks for PharmCAS to process and verify your application once your application and transcripts are received.
- Your pharmacy programs may require additional materials, including supplemental applications and letters of recommendation, before your application is considered.
- Pharmacy 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.

## 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.

## PHARMCAS CONTACT INFORMATION

To check the real-time status of your application and materials sent to PharmCAS, log into your application and click Check Status at the top of the application dashboard. Please do not call or email PharmCAS until you have read the instructions, checked your status online, reviewed your email account for any PharmCAS messages, and read the Frequently Asked Questions section.

### EMAIL

If you still have questions after reviewing these resources, email [info@pharmcas.org](mailto:info@pharmcas.org) and include your PharmCAS ID Number. We will respond ASAP and within 3 business days.

### PHONE

If urgent, call us at **617-612-2050** between 9:00 am and 5:00 pm ET, Monday through Friday. 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, or others.

### ACCESSIBILITY

If a disability prevents you from accessing the web application, please contact PharmCAS customer service by phone at 617-612-2050 or email at [info@pharmcas.org](mailto:info@pharmcas.org).

### MAILING ADDRESS

PharmCAS  
P.O. Box 9109  
Watertown, MA 02471

### ADDRESS FOR OVERNIGHT AND EXPRESS DELIVERY

To send materials via an overnight or express carrier (e.g., FedEx), use the street address below.

PharmCAS  
c/o Liaison International  
311 Arsenal Street, Suite 5600  
Watertown MA 02472  
Phone: 617-612-2050

You must include "Suite 5600" 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 is not recommended, does not guarantee delivery, nor expedite the processing of your application file.

### SOCIAL MEDIA



Instagram: <https://www.instagram.com/pharmcas/>



Facebook: <https://www.facebook.com/PharmCAS/>



Twitter: [@PharmCAS](https://twitter.com/PharmCAS)

## 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 by logging onto your PharmCAS application. PharmCAS applicants agree to abide by certain rules and requirements. All applicants should read the PharmCAS Applicant Code of Conduct.

### 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. 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. and English Canadian transcripts to be sent to PharmCAS. (Electronic transcripts are also accepted from selected institutions.)
- Provide all required information on the PharmCAS application accurately and in a timely manner.
- Abide by the PharmCAS program's application deadline.
- Request a course-by-course foreign transcript evaluation from WES for any non-U.S./non-English Canadian coursework completed.
- Compose an original personal essay without assistance from others.
- **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!).
- Download and/or print a copy of the completed PharmCAS application.
- Agree to submit the correct PharmCAS application **fee** and any additional program supplemental fees that may be required on time.
- Arrange for up to four (4) evaluations ("recommendations" or "letters of reference") 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 Pharm.D. 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 criminal violation or institutional action (i.e. academic sanction, etc.) that occurs after submission of the PharmCAS application.
- **Check application status online** by logging onto the PharmCAS web application.
- Contact programs directly regarding questions about admission decisions, institution-specific admissions criteria, and other program-specific information.
- Log off the application after each session to protect against unauthorized access.
- Promptly notify PharmCAS of any change in contact information before June 30.
- Promptly notify all designated Pharm.D. programs of any change in contact information after June 30.

## COOPERATIVE ADMISSIONS GUIDELINES (CAG) FOR APPLICANTS

Some pharmacy schools voluntarily participate in the [AACP Cooperative Admissions Guidelines](#) (CAG), also known as admissions traffic rules. The guidelines for applicants are below.

Visit the [PharmCAS School Directory](#) and use the CAG filter to learn which colleges and schools participate in the CAG. Applicants who are accepted to a Pharm.D. program and decide not to enroll for any reason are instructed to immediately notify the school of their decision, regardless of the school's CAG participation status.

As per the guidelines, applicants should respond promptly to a school or college's invitation for interview. If an applicant cannot appear for a previously scheduled interview, applicants should notify them immediately that they need to cancel via the school or college's preferred method.

Learn more about the CAG by viewing these [frequently asked questions](#).

### PRIOR TO MARCH 1:

- In fairness to other applicants and pharmacy programs, if you have decided before March 1 not to attend a pharmacy school or college that has offered you admission, promptly withdraw your application from that (those) program(s) using the school or college's preferred method.
- You may choose to hold multiple acceptances until March 1.
- When a school or college extends an offer of admission prior to March 1, a maximum \$200 holding deposit may be required.
- Schools and colleges may not require a second deposit prior to March 1. After March 1 they will set the dollar value for the second deposit, if applicable.

### AFTER MARCH 1:

- After March 1, you may hold only a single acceptance.
- If you have accepted an admission offer from more than one school, you must choose the school at which you will enroll by March 1.
- By March 1, promptly withdraw your application from all other schools that offered you an acceptance using the school or college's preferred method.
- Additional admission offers may continue as needed after March 1.
- If you receive and choose to accept an offer after March 1, you must rescind your acceptance at the school where you had previously accepted an offer prior to accepting the offer at the new school.

Learn more about the CAG on the [AACP website](#).

## 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.

Applicants to pharmacy programs, although not yet members of the pharmacy profession, 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.

#### **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.
- 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.

### CONDUCT CODE 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). 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 email 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 must demonstrate responsibility by taking ownership of all aspects related to the application process. Applicants are expected to review application materials from PharmCAS and Pharm.D. 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.

## **APPLICANT CODE OF CONDUCT VIOLATIONS**

The Applicant Code of Conduct sets forth the professional and ethical principles for the practice of pharmacy. AACP serves as a clearinghouse for reports of possible applicant misconduct and partners with [iThenticate](#) to identify potential plagiarism in the PharmCAS personal statement. If you are suspected of not abiding by the Applicant Code of Code, AACP staff will email a report and evidence related to the case to your designated colleges and schools of pharmacy. Additionally, PharmCAS staff will enter a related note in your record PharmCAS record that will be visible to all of your designated colleges and schools of pharmacy. Your designated institutions will review the evidence to determine whether you may have violated the Applicant Code of Conduct and/or other local policy. If so, then the college or school will decide what

action, if any, to take and whether to still consider your application for admission. Questions about the Applicant Code of Conduct should be directed to [conduct@aacp.org](mailto:conduct@aacp.org).

#### Interview No-Show Policy

Applicants, who decide to cancel an interview, must do so two business days prior to the scheduled interview. Cancellation notice must be reported to the school by 12:00PM (local time zone of the school) two business days (48 hours) 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 two business days (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 your selected programs, stating "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.

#### Dispute Resolution

In connection with any litigation between or including the parties hereto arising under, out of or relating to the application, you irrevocably consent to the exclusive jurisdiction and venue in the United States District Court for the Eastern District of Virginia, Alexandria Division; furthermore, you agree to pay all of PharmCAS' reasonable and applicable attorneys' fees and costs in the event that you bring any dispute or litigation in connection with, regarding, relating to, arising out of or under the application and PharmCAS prevails or the litigation is dismissed or withdrawn, with or without prejudice.

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## PHARMCAS PROGRAM LIST

The following Pharm.D. degree programs are participating in PharmCAS for fall 2022 enrollment. Each participating ACPE-accredited institution is represented once, regardless of whether it has multiple campuses or pathways. If you wish to apply to the first professional year for a pharmacy degree program (Pharm.D.) at any of these institutions, you must apply through PharmCAS. For a school's contact information, please visit the [PharmCAS School Directory](#).

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| <ul style="list-style-type: none"> <li>• Albany College of Pharmacy and Health Sciences</li> <li>• American University of Health Sciences</li> <li>• Appalachian College of Pharmacy</li> <li>• Auburn University</li> <li>• Belmont University</li> <li>• Binghamton University - SUNY</li> <li>• Butler University</li> <li>• California Northstate University</li> <li>• Campbell University</li> <li>• Cedarville University</li> <li>• Chapman University</li> <li>• Chicago State University</li> <li>• Concordia University Wisconsin</li> <li>• Creighton University</li> <li>• Drake University</li> <li>• D'Youville College</li> <li>• East Tennessee State University</li> <li>• Fairleigh Dickinson University</li> <li>• Ferris State University</li> <li>• Florida A&amp;M University</li> <li>• Harding University</li> <li>• High Point University</li> <li>• Howard University</li> <li>• Husson University</li> <li>• Idaho State University</li> <li>• Keck Graduate Institute</li> <li>• Lake Erie College of Osteopathic Medicine</li> <li>• Larkin University</li> <li>• Lipscomb University</li> <li>• Loma Linda University</li> <li>• Long Island University</li> <li>• Manchester University</li> <li>• Marshall B. Ketchum University</li> <li>• Marshall University</li> <li>• Massachusetts College of Pharmacy and Health Sciences - Boston</li> <li>• Massachusetts College of Pharmacy and Health Sciences - Manchester and Worcester</li> <li>• Medical College of Wisconsin</li> <li>• Medical University of South Carolina</li> <li>• Mercer University</li> <li>• Midwestern University - Downers Grove and Glendale</li> <li>• North Dakota State University</li> </ul> | <ul style="list-style-type: none"> <li>• Northeast Ohio Medical University (NEOMED)</li> <li>• Northeastern University</li> <li>• Notre Dame of Maryland University</li> <li>• Nova Southeastern University</li> <li>• Ohio Northern University</li> <li>• Ohio State University, The</li> <li>• Oregon State University</li> <li>• Pacific University Oregon</li> <li>• Palm Beach Atlantic University</li> <li>• Philadelphia College of Osteopathic Medicine</li> <li>• Presbyterian College</li> <li>• Purdue University</li> <li>• Regis University</li> <li>• Roosevelt University</li> <li>• Rosalind Franklin University of Medicine and Science</li> <li>• Roseman University of Health Sciences</li> <li>• Samford University</li> <li>• Shenandoah University</li> <li>• South College (TN)</li> <li>• South University</li> <li>• Southern Illinois University Edwardsville</li> <li>• St. John Fisher College</li> <li>• Sullivan University</li> <li>• Temple University of the Commonwealth System of Higher Education</li> <li>• Texas A&amp;M University</li> <li>• Texas Southern University</li> <li>• Texas Tech University Health Sciences Center</li> <li>• Thomas Jefferson University</li> <li>• Touro College of Pharmacy - New York</li> <li>• Touro University California</li> <li>• Union University</li> <li>• University at Buffalo-SUNY</li> <li>• University of Arizona, The</li> <li>• University of Arkansas for Medical Sciences</li> <li>• University of California, Irvine</li> <li>• University of California, San Diego</li> <li>• University of California, San Francisco</li> <li>• University of Charleston</li> <li>• University of Cincinnati</li> <li>• University of Colorado</li> <li>• University of Connecticut</li> </ul> |
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|--|--|
| <ul style="list-style-type: none"><li>• University of Findlay, The</li><li>• University of Florida</li><li>• University of Georgia</li><li>• University of Hawaii at Hilo</li><li>• University of Health Sciences and Pharmacy in St. Louis</li><li>• University of Houston</li><li>• University of Illinois at Chicago</li><li>• University of Iowa, The</li><li>• University of Kansas, The</li><li>• University of Kentucky</li><li>• University of Louisiana at Monroe, The</li><li>• University of Maryland</li><li>• University of Maryland Eastern Shore</li><li>• University of Michigan</li><li>• University of Minnesota</li><li>• University of Mississippi, The</li><li>• University of Missouri-Kansas City</li><li>• University of Montana</li><li>• University of Nebraska Medical Center</li><li>• University of New England</li><li>• University of New Mexico, The</li><li>• University of North Carolina at Chapel Hill, The</li><li>• University of North Texas Health Science Center</li><li>• University of Oklahoma, The</li><li>• University of Pittsburgh</li></ul> | <ul style="list-style-type: none"><li>• University of Puerto Rico</li><li>• University of Saint Joseph</li><li>• University of South Carolina</li><li>• University of South Florida</li><li>• University of Southern California</li><li>• University of Tennessee, The</li><li>• University of Texas at Austin, The</li><li>• University of Texas at El Paso, The</li><li>• University of Texas at Tyler, The</li><li>• University of the Incarnate Word</li><li>• University of the Pacific</li><li>• University of the Sciences in Philadelphia</li><li>• University of Toledo, The</li><li>• University of Utah</li><li>• University of Washington</li><li>• University of Wisconsin-Madison</li><li>• University of Wyoming</li><li>• Virginia Commonwealth University</li><li>• Washington State University</li><li>• Wayne State University</li><li>• West Coast University</li><li>• West Virginia University</li><li>• Western New England University</li><li>• Western University of the Health Sciences</li><li>• William Carey University</li><li>• Wingate University</li><li>• Xavier University of Louisiana</li></ul> |
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## IMPORTANT DATES

July 7, 2021	- Regular registration deadline for Sept PCAT examinations
Mid-July 2020	- PharmCAS launches 2021-2022 application
July 8-9, 2021	- July <a href="#">PCAT</a> examination dates
September 9, 2021	- September PCAT examination date
October 1, 2021	- Regular registration deadline for October PCAT examinations - 1 <sup>st</sup> Priority (non-binding) institutional application deadline
October 18-29, 2021	- October PCAT examination dates
November 1, 2021	- 1st Final (enforced) institutional application deadline
November 3, 2021	- Regular registration deadline for January PCAT examinations
December 1, 2021	- 2nd Final (enforced) institutional application deadline
December 15, 2021	- Fall Academic Update window opens
January 4, 2022	- 3rd Final (enforced) institutional application deadline
January 5, 2022	- January PCAT examination date
January 12, 2022	- Regular registration deadline for February PCAT examinations
February 1, 2022	- 4th Final (enforced) institutional application deadline
February 1-5, 2022	- February PCAT examination dates
February 15, 2022	- Fall Academic Update closes
Prior to March 1	- See <a href="#">CAG</a>
After March 1	- See <a href="#">CAG</a>
March 1, 2022	- 5th Final (enforced) institutional application deadline
March 2, 2022	- Regular registration deadline for March/April PCAT examinations
Mar 28-Apr 1, 2022	- March/April PCAT examination dates
April 1, 2022	- 6th Final (enforced) institutional application deadline
April 15, 2022	- Spring Academic Update window opens
May 2, 2022	- 7th Final (enforced) institutional application deadline - 8 <sup>th</sup> Priority (non-binding) application deadline
June 1, 2022	- 8th Final (enforced) institutional application deadline - Last date for applicants to create a new application - Final submission date of the 2021-2022 application cycle
June 30, 2022	- Spring Academic Update closes - No new application materials will be accepted or processed

## TECHNICAL REQUIREMENTS

### COMPATIBLE BROWSERS

A web browser is the program your computer uses to connect to the Internet and access the application.

### CHROME AND FIREFOX (PREFERRED)

For the optimum experience, we recommend using the most current version of Mozilla Firefox or Google Chrome, which work on both Macs and PCs. You can download these browsers for free here:

- [Google Chrome](#)
- [Mozilla Firefox](#)

### OTHER BROWSERS

Additional browsers may also be compatible with the PharmCAS application. If you encounter any problems, switch to a current version of Chrome or Firefox.

- Safari
- Edge

As of June 26, 2020, all versions of Internet Explorer, including Internet Explorer 11, are incompatible with the application. Switch to a supported browser to access the application.

### TROUBLESHOOTING

If you are having difficulty loading application pages:

- Ensure you are using the most current version of a compatible browser.
- Confirm that Cookies, JavaScript, and Pop-ups are enabled within your browser.
- Be aware if you are using public Wi-Fi (e.g., libraries, coffee shops), connection speeds may slow down the application.

To determine your browser's version, and to confirm that Cookies, JavaScript, and Pop-up windows are enabled, visit <http://whatismybrowser.com>.

### MOBILE DEVICE ACCESSIBILITY

You can view and edit your application using a compatible browser on a smartphone or tablet. However, for an optimal experience – and when completing sections with many fields (e.g., transcript entry) – we recommend you use a computer.

### EMAIL TROUBLESHOOTING

Emails can sometimes get flagged as junk or spam, which prevents them from appearing in your inbox. To ensure you receive email notifications, including notifications from the programs you are applying to, you may need to designate us as a trusted source through your email provider.

#### Safe-List Email Addresses

Ensure the following email address and email domain are safe-listed:

- [info@pharmcas.org](mailto:info@pharmcas.org)
- [donotreply@webadmit.org](mailto:donotreply@webadmit.org)
- @sendgrid.me

## NAVIGATING THE APPLICATION

Once you enter the application dashboard, you will see that the application is separated into four sections: personal information, academic history, supporting information, and program materials. To help you keep track of your application and all materials, click Check Status at the top of the application dashboard.

Do not use the "Back" or "Forward" buttons on your browser's toolbar to move between application screens or you may lose your data. Use the internal navigation bars and links. Do not refresh the page or you will be logged out of the application.

## 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 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 website 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, email 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.

## CHECKLIST FOR APPLICANTS

This checklist is intended to help you prepare your application but is 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.

### 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.

### 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.

### 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.

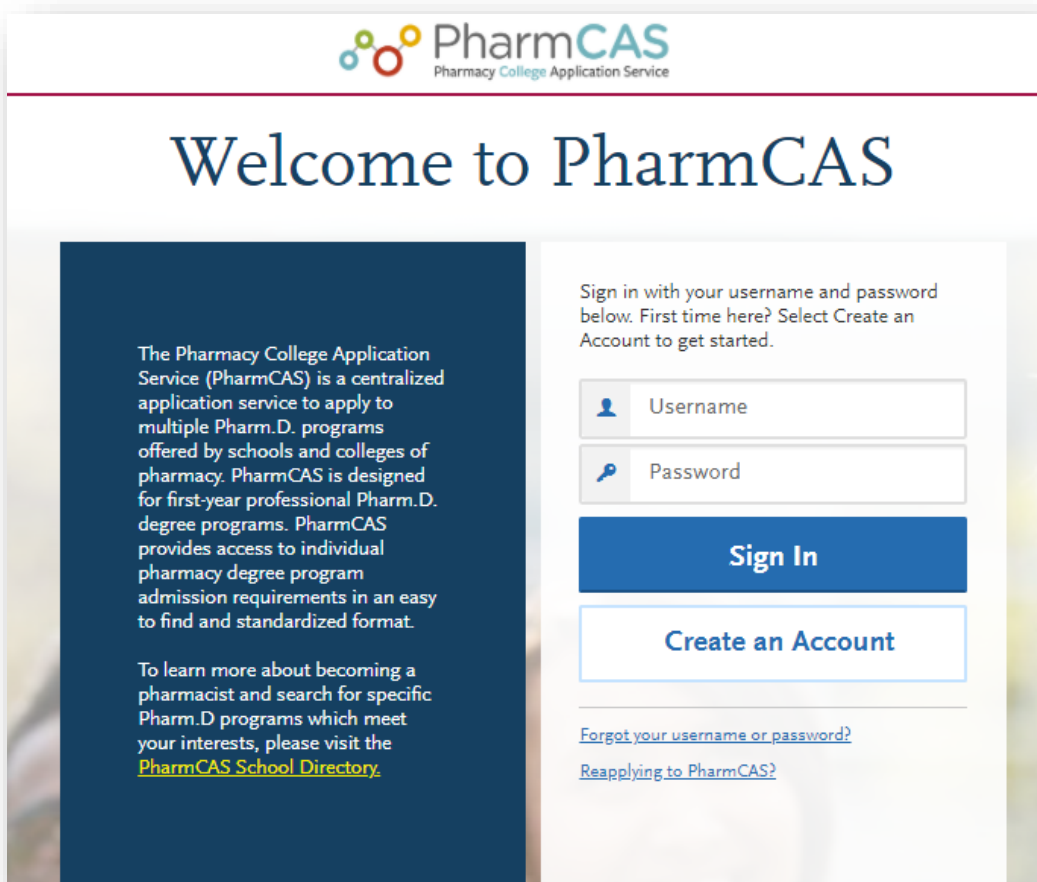
### AFTER YOU SUBMIT YOUR APPLICATION

- ☐ Arrange for summer and fall 2021 transcripts to be sent to PharmCAS as soon as they are available. Update your coursework during the Fall Academic Update.
- ☐ Log into your application frequently to check the status of your application and to check for any messages that may not have been delivered to your email.
- ☐ Complete the Spring Academic Update, as required by program.

### 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.

## APPLICATION



The screenshot shows the PharmCAS application homepage. At the top is the PharmCAS logo with the tagline 'Pharmacy College Application Service'. Below the logo is a large heading 'Welcome to PharmCAS'. The page is divided into two main sections. The left section has a dark blue background with white text explaining that PharmCAS is a centralized application service for Pharm.D. programs, designed for first-year professional Pharm.D. degree programs, and provides access to individual pharmacy degree program admission requirements in an easy to find and standardized format. It also includes a link to the 'PharmCAS School Directory' for more information. The right section has a white background with a sign-in form. It includes instructions to sign in with a username and password, or to create an account if it's the first time. The form has two input fields: 'Username' and 'Password', each with a corresponding icon (a person for username and a key for password). Below the input fields are two buttons: 'Sign In' (blue) and 'Create an Account' (white with a blue border). At the bottom of the right section are two links: 'Forgot your username or password?' and 'Reapplying to PharmCAS?'.

PharmCAS  
Pharmacy College Application Service

# Welcome to PharmCAS

The Pharmacy College Application Service (PharmCAS) is a centralized application service to apply to multiple Pharm.D. programs offered by schools and colleges of pharmacy. PharmCAS is designed for first-year professional Pharm.D. degree programs. PharmCAS provides access to individual pharmacy degree program admission requirements in an easy to find and standardized format.

To learn more about becoming a pharmacist and search for specific Pharm.D programs which meet your interests, please visit the [PharmCAS School Directory](#).

Sign in with your username and password below. First time here? Select Create an Account to get started.

Username

Password

**Sign In**

**Create an Account**

[Forgot your username or password?](#)

[Reapplying to PharmCAS?](#)

## ACCOUNT INFORMATION

To begin, click the "Create an Account" button on the PharmCAS application homepage. Enter a username, password, security question, and valid contact information. All information is required, unless noted as optional. Review and accept the PharmCAS terms and conditions, then click on the "Create My Account" button to activate a new account and unique PharmCAS identification number. For your own security do not share your password or account information with anyone. To edit your account after it's created, visit the "My Profile" section of your application by clicking the arrow next to your name at the top of the screen.

You are not permitted to create more than one PharmCAS account per application cycle. Duplicate accounts will result in significant processing delays and problems with your transcripts and other application materials. PharmCAS will delete duplicate accounts, including any documents associated with those accounts.

## REPEAT APPLICANTS (REAPPLICANTS)

Applicants who created an application in the 2020-2021 cycle can choose to pull selected sections of their application forward into the 2021-2022 application. PharmCAS does not allow applicants to edit courses or colleges attended that were previously verified by PharmCAS, or carry forward any evaluations (references), payments, essays, or information entered within the program materials section.

### CREATING A REAPPLICANT ACCOUNT

Applicants can use an existing account from the previous cycle to re-apply in the current cycle. To avoid processing delays and difficulties, do not create a new account. Duplicate accounts and any documents associated with those accounts are deleted.

1. Log into the application. A welcome screen appears; confirm you want to begin the re-application process by clicking **Start Reapplication**.
2. Ensure your profile information, including your contact information, is correct.
3. Decide if you want to copy application data or start a fresh application. Your selection cannot be changed.

### IF YOU CHOOSE TO START A FRESH APPLICATION

The data from your previous application cycle is wiped clean and you proceed with a blank application. Your old application data and materials cannot be recovered, if you select this option.

### IF YOU CHOOSE TO COPY APPLICATION DATA

Information, such as coursework, official test scores, and transcripts, can be copied into the new application. Letters of evaluation, essays, payments, and program-specific information cannot be copied into the new application.

1. Select the information you want to carry over. Unselected items will not carry over and cannot be recovered, so ensure your selections are complete before clicking **Save and Continue**.
2. You will be prompted to review and confirm that every section of the application that you have chosen to copy is accurate. Once done, click **Continue**.
3. If you submitted your application in the last cycle, you will be prompted to follow instructions and download a PDF copy of your previous application. Download the PDF before clicking **Continue**.
4. The system will begin to copy your selected data to your new application. This process can take up to 24 hours to complete. You will receive an email once the application is ready.

### PREVIOUS PCAT SCORES

To successfully copy official PCAT scores, **the name, date of birth, and CID number** on your new application must match **the name, date of birth, and CID number** on your original application. Allow several days for the matching process to complete. If you have a difference in name or date of birth, contact customer service to have your official scores manually copied into your new application.

## DOWNLOAD PREVIOUS APPLICATION

A PDF of last cycle's application is only available if you submitted that application to at least one program.

1. Click on your name in the upper-right-hand corner of the application, then select **View Payment History**.
2. Click **View Order Details** next to the payment.
3. Click **Download PDF**.

## UPDATING COURSEWORK

If you completed additional coursework since the last cycle:

1. Update the **Colleges Attended** section to include changes to dates, degree statuses, and schools.
2. Update your coursework. Coursework that was verified in the previous cycle will be locked in the current cycle; however, you can add, edit, and delete unverified courses, including those listed as planned/in-progress.
3. Request updated transcripts for new coursework and awarded degrees, including degrees that were previously listed as "expected" in the last cycle and have now been updated to "awarded". These official transcripts are required and should be requested after you finish updating your coursework.

## VERIFYING NEW COURSEWORK

Once your application is completed, it is placed in queue for verification. Although there may be fewer courses on your application to be verified in the current cycle, the standard processing timelines still apply.

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## START YOUR APPLICATION

Once you complete this section, select the "Create My Account" button at the bottom to be routed to a welcome screen. Click the "Start Your Application" button to begin.

### YOUR NAME

Title

(i.e., Miss, Mr., etc.) This is an optional field. Leave blank, if not applicable.

First or Given Name, Middle Name, Last or Family 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.

Display Name

Enter the name you want displayed when you log into the application. Schools cannot see the display name. This is an optional field.

*Updated December 1, 2021*

## CONTACT INFORMATION

Provide your email address and phone number, and specify type (home, work, or school). Enter an email address that you can reliably access throughout the admissions cycle. PharmCAS and programs will use email to communicate important messages to you about your application. It is your responsibility to frequently check your email and promptly respond to messages. If your email address changes, log into your PharmCAS account and edit your contact information online. After June 30, contact the pharmacy programs directly. See also [Email Troubleshooting](#).

## TEXT AND PHONE AUTHORIZATION

I agree to the Terms of Service and to receive calls and/or texts at any phone number I have provided or may provide in the future, including any wireless number, from any entity associated with my application process, including but not limited to my designated schools and programs, the Liaison International support team, or the association for this Centralized Application Service.

Terms of Service:

- These calls/texts may include automated outreach from the entities involved in the processing of your application.
- I am not required to give this consent.
- This consent will not impact my application in any way.
- Message and data rates may apply to any text messages sent or received as part of my wireless plan or service.
- I may change my response at any time using My Profile page.
- I have read the additional information on the handling of my information in the Privacy Policy for this platform.

## CALLS FROM PHARMCAS

PharmCAS and your designated pharmacy schools may contact you about your application by phone in addition to email. If PharmCAS needs to speak with you, customer support will first attempt to call your primary phone number, as designated on your application. If they are unable to reach you at your primary number, PharmCAS may also attempt to call any other phone numbers you have provided on the application. PharmCAS will only call you if there is an issue or question about your application that cannot be resolved via email or online.

## USERNAME AND PASSWORD

Your username must be at least 6 characters. Your password must be a minimum of 8 characters and contain at least one uppercase letter, one lowercase letter, one number, and one special character. Usernames and passwords are case-sensitive. You may also select and answer a security question in case you forget your login information. For your own security, do not share your password or account information with anyone.

[Edit Username or Password](#)

To edit your account after it's created, visit the "My Profile" section of your application by clicking the arrow next to your name at the top of the screen.

### Forgotten Passwords

The PharmCAS staff does not have access to your password. To retrieve your password, click the “Forgot your username or password?” link under the log in and check your email for a message.

### **TERMS AND CONDITIONS**

Review and agree to the PharmCAS terms of use, privacy policy, and security statement. [See Appendix A.](#)

### **EUROPEAN UNION DATA PROTECTION**

Indicate if you are currently located in a European Union country, Iceland, Lichtenstein, Norway, or Switzerland.

### **CREATE MY ACCOUNT**

Once you complete this section, select the “Create My Account” button at the bottom to be routed to a welcome screen. Click the “Start Your Application” button to begin.

## PROGRAM SELECTION

Once your account is created, use the filters on the screen to search for programs. You can also visit the [PharmCAS School Directory](#) for program admission requirements.

### APPLY TO PROGRAMS

You must select at least one program before you can continue the application. Click the plus sign to apply to a program. You are encouraged to select all programs to which you plan to apply when you first create your application so you can view program-specific requirements and so that programs are aware of your interest.

### CHANGES TO PROGRAM SELECTION

You can choose to add or remove programs at any time before you submit your application. By submitting your application, you are committing to applying to your selected programs. You cannot substitute or remove submitted programs after submission. PharmCAS must receive the appropriate fee for all program submissions. You cannot apply to a particular program after the school deadline date has passed without being granted a deadline extension.

### WITHDRAWING YOUR APPLICATION

If you wish to withdraw your application from consideration from a particular program, you must contact the program directly. You may not withdraw your application if your application is "on hold."

### APPLYING TO PROGRAMS WITH NO ACPE ACCREDITATION STATUS

The Accreditation Council for Pharmacy Education (ACPE) is the national agency for the accreditation of professional degree programs in pharmacy. The essential purpose of the accreditation is to provide a professional judgment on the quality of a pharmacy degree program and to encourage continued improvement thereof. **If you apply to a program with no ACPE status, you will be required to apply to at least one additional program with accreditation status before you can submit your application.**

## DEADLINES

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

PharmCAS processing may take up to two weeks, once all required materials are received. Submit your PharmCAS application and arrange for materials to arrive at PharmCAS by the program's deadline. The deadline indicates when materials must arrive at PharmCAS (and not the program). Programs may have multiple deadline dates or operate on a rolling admissions basis. Visit the [PharmCAS School Directory](#) for details.

## APPLICATION CLOSE TIME

All PharmCAS deadlines expire at 11:59 pm Hawaii Time (HT). Review the time zones to determine when the application will close in your area:

- 11:59 pm (HT)
- 1:59 am (AKT)
- 2:59 am (PT)
- 3:59 am (MT)
- 4:59 am (CT)
- 5:59 am (ET)

## PROGRAM DEADLINES

To determine the final (enforced) application deadline for schools you are interested in applying to, please refer to the [PharmCAS School Directory](#). Below are the PharmCAS deadline date options for programs in the 2020-2021 cycle:

- November 1, 2021
- December 1, 2021
- January 4, 2022
- February 1, 2022
- March 1, 2022
- April 1, 2022
- May 2, 2022
- June 1, 2022

## LATE MATERIALS AND MISSED DEADLINES

A program may deny your application if your transcripts or other materials arrive late. If you submit your application by the program's deadline, PharmCAS will release your application to your selected programs, even if your materials arrive after the deadline. 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 mail guarantee receipt by PharmCAS.

## DEADLINE EXTENSIONS

Contact the program directly to request a deadline extension. Programs are not obligated to grant deadline extensions or give consideration to applicants who submit late application materials. You have 48-hours to complete and submit your PharmCAS application once the deadline extension is granted. If you fail to e-submit your application in that time, you must contact the program directly to request a second 48-hour deadline extension. Programs are not obligated to grant deadline extensions or give consideration to applicants who submit application materials after the school application deadline.

## EARLY DECISION DISCONTINUED

Early decision is no longer offered as an option in PharmCAS. Applicants are encouraged to apply to their designated Pharm.D. degree programs early in the admissions cycle. Some colleges or schools of pharmacy have priority deadlines or give preference to applicants who apply earlier in the cycle. Please visit the [PharmCAS School Directory](#) to learn more.

## PRIORITY (PREFERRED) DEADLINES

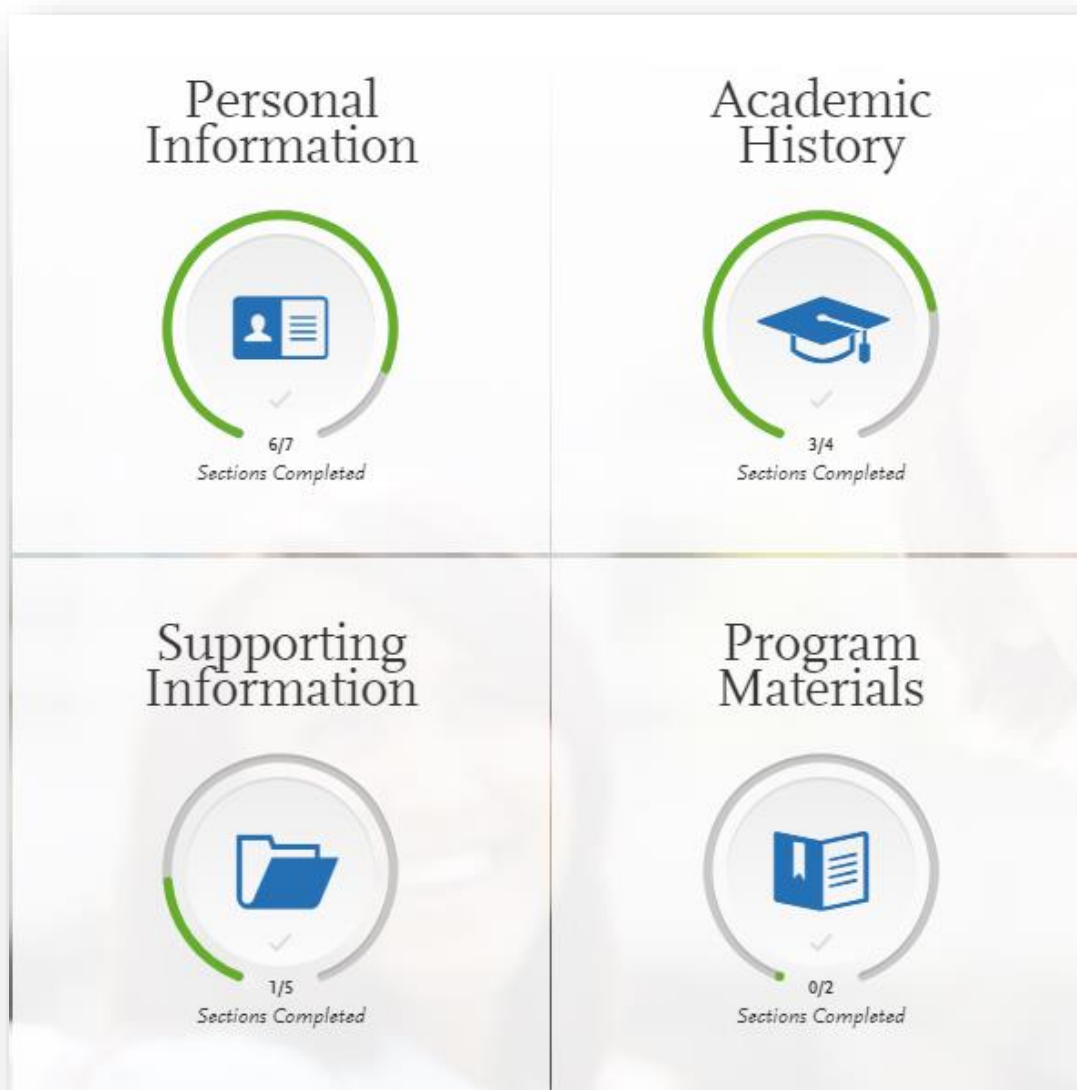
Pharmacy schools may choose to set a priority deadline to encourage applicants to apply earlier in the admissions cycle. Priority deadlines are non-binding. You may apply to one or more schools with a priority deadline or apply to a school after the priority deadline has passed (and before the final [enforced] deadline has passed). Visit the [PharmCAS School Directory](#) to determine whether the school has any requirements or incentives for applicants who apply by the priority deadline. PharmCAS will not determine whether you met a school's priority deadline requirements, nor distinguish between regular and priority applications in processing. If you miss a priority deadline and wish to still be considered for any school-specific incentives associated with a priority deadline, contact the school directly.

### PHARMCAS PRIORITY APPLICATION DEADLINE DATE OPTIONS FOR 2021-2022:

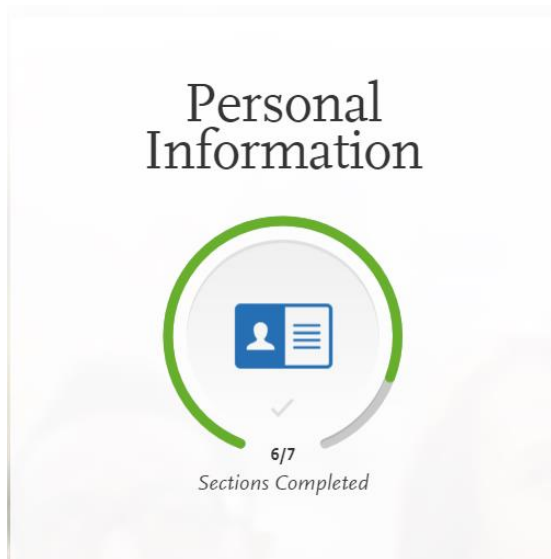
- **October 1, 2021** (11:59 pm Hawaii Time)
- **November 1, 2021** (11:59 pm Hawaii Time)
- **December 1, 2021** (11:59 pm Hawaii Time)
- **January 4, 2022** (11:59 pm Hawaii Time)
- **February 1, 2022** (11:59 pm Hawaii Time)
- **March 1, 2022** (11:59 pm Hawaii Time)
- **April 1, 2022** (11:59 pm Hawaii Time)
- **May 2, 2022** (11:59 pm Hawaii Time)

## APPLICATION DASHBOARD

Once you select your programs, you will automatically be routed to the main PharmCAS application screen, referred to as the dashboard. The dashboard provides a high-level overview of your progress in each of the 4 main sections: Personal Information, Academic History, Supporting Information, and Program Materials. You can return to the dashboard at any time by clicking on “My Application” on the top left of the screen. Complete the items in the PharmCAS Checklist first.



## PERSONAL INFORMATION



Release Statement
Biographic Information
Contact Information
Citizenship Information
Parent/Guardian
Race & Ethnicity
Other Information
Military History

## RELEASE STATEMENT

### ADVISOR RELEASE

By selecting **Yes**, you authorize PharmCAS to release parts of your PharmCAS application and application status to health profession advisors and advisory committees at schools you previously attended. Your advisor can then better assist you throughout the admissions process. You are permitted to change your answer to the Advisor Release after submitting your application.

### UNIVERSAL ADVISOR PORTAL (UAP)

Advisors who are granted access to the UAP are required to agree to the following usage terms:

- *The Universal Advisor Portal (UAP) provides pre-health profession advisors at degree-granting, undergraduate institutions the ability to use a single login account to access application data about their students who (1) applied via a CAS and (2) authorized the release of application data to advisors at their primary college attended. Rules regarding what data is visible or hidden to advisors during the admissions cycle vary by CAS.*
- *I agree that I am a designated advisor at my institution who is eligible to access the Universal Advisor Portal (UAP) based on the eligibility criteria. I agree not to share my UAP username and password with any individual and will immediately notify webadmitsupport@liaisonedu.com should my employment status change or I no longer meet the UAP eligibility requirements, as defined.*
- *I agree that the information contained in the UAP will only be used for the purposes of counseling students and compiling aggregate statistics for internal institutional use. I agree not to share any individual, identifiable applicant data or decisions with applicants, health profession programs/schools, or any other outside parties at any point. The only users authorized to disclose applicant data and decisions are applicants and individual health profession programs/schools.*
- *I agree not to disclose or share individual applicant data with other individuals or offices at the institution for student recruitment purposes into other programs, unless explicitly granted permission by the student.*
- *I agree to contact the appropriate association/organization and request explicit permission to use individual or aggregate applicant data in the UAP for external research purposes before beginning the research or disseminating any findings in a manuscript/paper or to any entities outside of my institution. I understand that no association/organization is obligated to approve UAP-related research requests and that data use policies and procedures vary by profession.*

### PHARMCAS RELEASE

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 program-specific instructions for my designated Pharm.D. 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.

- I give permission to PharmCAS to release any information related to my PharmCAS application to my designated Pharm.D. 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 will be subject to submission for textual similarity review to [iThenticate/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 iThenticate/Turnitin for Admissions reference database solely for the purpose of detecting plagiarism of such documents.
- In connection with any litigation between or including the parties hereto arising under, out of or relating to the application, I irrevocably consent to the exclusive jurisdiction and venue in the United States District Court for the Eastern District of Virginia, Alexandria Division; furthermore, I agree to pay all of PharmCAS' reasonable and applicable attorneys' fees and costs in the event that I bring any dispute or litigation in connection with, regarding, relating to, arising out of or under the application and PharmCAS prevails or the litigation is dismissed or withdrawn, with or without prejudice."

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

## **PHARMCAS CODE OF CONDUCT**

I certify that I have read and agree to abide by the [Applicant Code of Conduct](#).

## BIOGRAPHIC INFORMATION

### YOUR NAME

Your full name should be entered as it would appear on an official or legal document (i.e., legal name). Make sure to use upper and lower case (i.e., John Paul Smith). To make changes to your name, go to the Profile Section.

### ALTERNATE NAME

If you are sending any documentation or test scores in which your name is listed differently than it appears on your application, select Yes in this section and enter the alternate information. This information ensures that your documents and test scores are matched to your application. Contact customer service so they can manually match these items to your application; failure to do so could cause significant delays.

Examples of alternate names include:

- Birth names (if different from current legal name)
- Maiden names
- Nicknames (e.g., "Bob" for Robert, "Beth" for Elizabeth, etc.)
- "Westernized" names
- Alternate punctuation (e.g., your name appears with/without a hyphen or apostrophe)
- Alternate spacing (e.g., your name appears with or without specific spaces)
- Known misspellings (if a document contains a misspelling)

### PREFERRED NAME

If you commonly use a preferred first or middle name that differs from your legal name, select Yes in this section and enter the preferred information.

### SEX

Select male, female, or decline to state. This information is required for reporting purposes to the U.S. Federal Government using these values only.

### GENDER IDENTITY

The American Association of Colleges of Pharmacy (AACP) and its member pharmacy programs fully recognize the importance of diversity in the student body and workforce. Please select the gender identity option that you feel best describes you. This question is optional.

### PRONOUNS

Enter the pronouns by which you wish to be referred (i.e., they, them, theirs). Examples of additional pronouns include, but are not limited to: ze, zir, zir/zirs, zirself; ze, hir, hir/hirs, hirself; xe, xem, xyr/xyrs, xyrsself; ey, em, eir/eirs, emself. This question is optional.

### BIRTH INFORMATION

PharmCAS uses your date of birth to help verify your identity. Programs may use data of birth information to generate student identification numbers. Programs also might require any of the following birth information to generate student identification numbers:

- |                 |                  |
|-----------------|------------------|
| • Date of Birth | • State/Province |
| • Country       | • County         |
| • City          |                  |

## CONTACT INFORMATION

If your contact information changes, log into your PharmCAS account and edit your current mailing address online. After June 1, submit change of address information directly to your designated Pharm.D. programs

### CURRENT ADDRESS

Use this item to provide the address where you can receive mail and/or messages reliably. Enter the approximate date through which your current address is valid. Please indicate if this is your permanent address, and, if not, enter a second address.

### PHONE NUMBER, EMAIL

To make changes to your phone number or email, go to the Profile Section.

## CITIZENSHIP INFORMATION

You may update this information at any time prior to submission. Once you have submitted, the information on this page cannot be edited.

### CITIZENSHIP DETAILS

Select your U.S. citizenship and country of citizenship:

- **U.S. Citizen:** An individual who was born in the U.S or attained citizenship through naturalization.
- **Permanent U.S. Resident:** An individual who holds a [Green Card](#) and is permitted to permanently live and work in the U.S.
- **Temporary U.S. Resident:** An individual who is an [alien](#) – a nonimmigrant foreign national – who is approved to [temporarily live](#) in the U.S. for a specific purpose (e.g., as a student), has a permanent residence abroad, and does not hold a Green Card.
- **Non-resident:** An individual who is a nonimmigrant foreign national and who is permitted to travel in the U.S. for [tourism or business](#) for stays of 90 days or less.
- **None:** An individual who has no U.S. citizenship or visa (immigrant or nonimmigrant) status.

Not all Pharm.D. programs consider out-of-state residents, foreign pharmacy applicants and/or foreign permanent residents for admission. Review the [PharmCAS School Directory](#) or contact your designated Pharm.D. programs directly for residency requirements. PharmCAS will not determine if you meet the residency requirements for a particular program.

### RESIDENCY INFORMATION

Select the U.S. state and county in which you currently claim residency. Indicate how many years you have been a legal resident of that state and the U.S.

The rules for determining your permanent state of residency vary from state to state. Defer to your state's residency rules. Generally, if you went to high school in one state and attended college in another state, you are still considered a permanent resident of your initial "home" state while you're enrolled in the institution and are ineligible for in-state tuition rates.

## VISA INFORMATION

If you currently have a U.S. Visa, select Yes and enter all visa information. PharmCAS cannot advise applicants on visa application processes or requirements.

Select the type of visa you hold at the time of your application from the following list. Contact your designated 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

## PREVIOUS STATE OF RESIDENCY

If you have resided in your current state for less than one year, select your previous state of residency from the drop-down.

## PARENT/GUARDIAN

You can opt to enter demographic information about your parent(s) or guardian(s), including where they reside, their level of education, current occupation, and role within your household. Some programs may use this information to determine residency or financial aid eligibility. This section is optional.

- Click **Add a Parent/Guardian**.
- Select the relationship between you and your parent/guardian.
- Enter their first and last names.
- Select their gender.
- Indicate if they are living or deceased.
- Select their occupation.
- Select their residency information.
- Select their education levels.
- Indicate whether this parent is in your primary household (where you lived during the majority of your life, from birth to 18).
- Click **Save and Continue**.
- Add additional parents/guardians, as needed.

## EDUCATION AND OCCUPATION (EO) INDICATOR

PharmCAS uses the Socioeconomic Status (SES) of an applicant's parents or guardians to produce an Education Occupation (EO) indicator score. The EO indicator is derived from an applicant's parental/guardian education and occupation information. Four education levels and two aggregate groups of occupations provide the schema that is used to determine the EO indicator for each parent/guardian.

One of the following EO indicators will be displayed to the applicant's designated pharmacy schools for each parent/guardian listed on the PharmCAS application: EO-2, EO-3, EO-4, EO-5, or EO-6. The lowest socioeconomic group is EO-2 and the highest is EO-6. As shown on the chart below, the occupational categories are aggregated into (1) service, clerical, skilled and unskilled labor; and (2) executive, managerial, and professional. These categories are based upon the U.S. Department of Labor Standard Occupational Classification scheme. The educational categories are aggregated into (1) professional or graduate degree, (2) bachelor's degree, (3) some college, tech, or associate's degree, and (4) high school degree or less.

		<b><u>OCCUPATION</u></b>	
		<b>Executive, managerial (2 Points)</b>	<b>Service, clerical, skilled and unskilled labor (1 point)</b>
<b><u>EDUCATION</u></b>	<b>Professional or Graduate degree (4 points)</b>	<b>EO-6</b>	<b>EO-5</b>
	<b>Bachelor's degree (3 Points)</b>	<b>EO-5</b>	<b>EO-4</b>
	<b>Some College, Tech or Associate's Degree (2 Points)</b>	<b>EO-4</b>	<b>EO-3</b>
	<b>High School Degree or Less (1 Point)</b>	<b>EO-3</b>	<b>EO-2</b>

A separate EO indicator score will be calculated for each parent/guardian entered by the applicant on the PharmCAS application in which both the educational and occupational data are available. If no parental education and/or occupation data is available for a particular parent/guardian, then no EO score will be calculated for that parent/guardian.

The EO indicator is intended to provide additional information on an applicant's socioeconomic status that can assist a pharmacy college or school in its holistic admissions review process. Pharmacy schools may choose to consider EO scores along with other important factors to identify applicants who have the potential to contribute to their respective goals and mission.

## RACE & ETHNICITY

Programs value diversity in their student body and the profession. Accordingly, programs strongly encourage individuals from all socioeconomic, racial, ethnic, religious, and educational backgrounds to apply. Please select the options in this section which you feel best apply to you. This section is used for statistical purposes only.

## ETHNICITY

Select yes if you consider yourself to be of Hispanic/Latino origin. If so, please also select all that apply below:

- Cuban
- Mexican, Mexican American, Chicano/Chicana
- Puerto Rican
- South or Central American
- Other Spanish Culture or Origin

## RACE

Please select the racial category or categories with which you most closely identify. Leave the item blank if you do not wish to report this information.

- American Indian or Alaska Native
  - Please specify the name of your enrolled or principal tribe: \_\_\_\_\_
- Asian
  - Asian Indian
  - Cambodian
  - Chinese
  - Filipino
  - Japanese
  - Korean
  - Malaysian
  - Pakistani
  - Vietnamese
  - Other Asian
- Black or African-American
- Native Hawaiian or Other Pacific Islander
  - Guamanian or Chamorro
  - Native Hawaiian
  - Samoan
  - Other Pacific Islander
- White

## OTHER INFORMATION

### LANGUAGE PROFICIENCY

Select your native language (the language of your birth). If you speak additional languages, click **Add Another language**. Then, select the language(s) and the level of your proficiency for each: beginner, intermediate, or advanced.

### FELONY & MISDEMEANOR CONVICTIONS

PharmCAS requires applicants to report any felony and misdemeanor convictions. If you fail to provide accurate information when answering this question, you could jeopardize your application. Programs might require criminal background checks or drug tests to verify your eligibility to participate in clinical education, to confirm your eligibility for licensure, and to ensure patient safety. You may be required to complete a criminal background check prior to or after enrollment into a program. Please refer to [PharmCAS Criminal Background Check](#) instructions for additional information.

If you answered yes to the Felony or Misdemeanor question, enter an explanation in the box. Include all of the following:

- A brief description of the incident and/or arrest
- Specific charge made
- Related dates
- Consequence
- A reflection on the incident and how the incident has impacted your life

If you are convicted of a felony after you submit your PharmCAS application, you must inform your designated programs that an action has occurred. You may also be required to report 1 or more of the following types of records directly to your designated programs with details about the judgements or disciplinary action:

- Arrests for misdemeanors and felonies
- Adjudication withheld
- Nolo contendere
- Plea bargain

## LICENSE INFRACTION

Indicate whether you have ever had any certification, registration, license, or clinical privileges revoked, suspended, or in any way restricted by an institution, state, or locality. If yes, enter an explanation in the spaces provided. Any disciplinary actions related to professional licenses may be reported as part of a criminal background check process. If you fail to provide accurate information when answering this question, you could jeopardize your application.

## PREVIOUS ATTENDANCE AT A HEALTH PROFESSION PROGRAM

Indicate whether you previously attended a health profession program anywhere in the world, regardless of completion. Pharmacy technician and pre-pharmacy programs do not qualify. If you select **Yes**, enter details about the program. **Note: You are also required to send official transcripts and enter this health profession program in the Colleges Attended section.**

## EDUCATIONAL AND ENVIRONMENTAL BACKGROUND

The following items may be used by programs to determine if you are from an environmentally, educationally, or economically disadvantaged background or for research purposes. Check any of the following that apply to you:

- I graduated from a high school from which a low percentage of seniors receive a high school diploma.
- I graduated from a high school at which many of the enrolled students are eligible for free or reduced-price lunches.
- I am from a family that receives public assistance (e.g., Aid to Families with Dependent Children, food stamps, Medicaid, public housing) or I receive public assistance.
- I am from a family that lives in an area that is designated as a Health Professional Shortage Area or a Medically Underserved Area.
- I participated in an academic enrichment program funded in whole or in part by the Health Careers Opportunity Program.
- I am from a school district where 50% or less of graduates go to college or where college education is not encouraged.

- I am the first generation in my family to attend college (neither my mother nor my father attended college).
- English is not my primary language.

## ECONOMIC BACKGROUND

To determine if you come from an economically disadvantaged background, use your parents' income as reported on the most recent tax return. Reference the fee waiver table to determine if your parents' current family income based on size of household is within the federal low-income level. Programs might use this information to determine if you are from an economically disadvantaged background or for research purposes.

***"Your parent's family income falls within the table's guidelines and you are considered to have met the criteria for economically disadvantaged."***

- Select yes to this item if you believe you qualify as disadvantaged based on income. If you are unable to determine your parents' earnings, or the 2020 tax returns do not reflect your parents' household income while you were a dependent, you may still select yes to indicate you were raised at an economic disadvantage.
- Select no to this item if you believe you were not raised at an economic disadvantage, even if you qualified based on the criteria.

## GEOGRAPHIC BACKGROUND

The item may be considered by programs to determine your geographic background. Select one option from the list below.

What is the type of geographic area where you were raised?

- Urban (1,000,000 population)
- Large City (population 100,000 to 1,000,000 population)
- Mid-size City (population 50,000 to 99,999 population)
- Large Town (population 10,000 to 49,999 population)
- Small Town (population 2,500 to 9,999 population)
- Isolated Rural (population <2,500)
- Do Not Wish to Report

## SPECIAL LIFE CIRCUMSTANCES

Describe any special life circumstances, including, but not limited to, your cultural background and overcoming adversity (e.g., 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).

## FUTURE ENROLLMENT PLANS

Indicate if you are currently enrolled or planning to enroll in any courses in Fall 2021 and/or Spring 2022. If you answer yes to either of the questions, you must enter the coursework as planned/in-progress in the Transcript Entry (coursework) section.

## ACADEMIC OR BEHAVIORAL INFRACTIONS

- Indicate whether you were 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 academic or professional

misconduct (e.g., cheating, plagiarism, harassment, misuse of university facilities, stealing, destroying or damaging university property etc.).

- Indicate whether you were ever the recipient of any action (e.g., disqualification, suspension, probation, dismissal, etc.) by any college or university for unacceptable academic performance and/or behavioral misconduct.

If you answer "Yes", you will not automatically be disqualified from admission to a pharmacy degree program. Programs understand that many individuals learn from the past and emerge stronger as a result. Full disclosure will enable 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.

If you answered "yes" to either question, enter a brief explanation in the box provided. 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.

## COVID-19 IMPACTS

Use this section to describe how the COVID-19 pandemic impacted your pathway to becoming a pharmacist.

- Indicate if your school moved to offering only online curriculum during the COVID-19 crisis.
- Indicate if you had an opportunity to receive a letter grade for any of your courses taken during the COVID-19 crisis.
- Describe how COVID-19 has impacted your pathway to pharmacy school. The prompts listed in the application can help you get started, but you do not need to limit your responses to only these considerations.

## MILITARY HISTORY


If you have experience in the U.S. Armed Forces, select your anticipated status at the time of enrollment from the drop-down. Select **None** if this does not apply.

If a member of the military, select your military status at enrollment, your branch of the Armed Forces from the drop-down, and indicate the dates of service.

Select if you were not honorably discharged from the military. If you select Yes, describe the circumstances and details of your U.S. Armed Forces discharge.

## ACADEMIC HISTORY






### Academic History

*1/4 Sections Completed*

High Schools Attended

Colleges Attended 

Transcript Entry

Standardized Tests

## HIGH SCHOOLS ATTENDED

List your high school name, city and state, and graduation date, if applicable.

- If you attended a high school outside of the United States, select **No State/International**.
- If you attended multiple high schools, only list the high school from which you graduated and received a high school diploma.
- If you received your GED, please list **GED** as the name of the high school you attended, and the city/state which awarded your GED degree.

## COLLEGES ATTENDED

**Complete this section first!** List every college and university you have attended or plan to attend through summer 2022, including associate, undergraduate, postbaccalaureate, graduate, and professional degree institutions. You must enter all courses, regardless of whether they are required for admission or transferred to another institution. These include, but are not limited to:

- courses taken in high school for college or university credit
- summer courses
- community college courses
- U.S. military academies (does **not** include courses on SMART or JST transcripts)
- post-baccalaureate, graduate, and doctoral
- workstudy abroad, Canadian, and foreign work
- vocational and technical programs

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 enter degree information and coursework for every institution attended and entered.

## INSTITUTIONAL ACCREDITATION

U.S. courses taken at institutions that are not regionally accredited are included in an applicant's PharmCAS course history and GPAs. Programs are not obligated to accept or consider non-regionally accredited courses and may choose to exclude them from their prerequisite GPAs.

## ADDING A COLLEGE

Select the "Add a College" button to enter each institution. Type the name of the institution in the box and select it from the dropdown list. Continue to type the full name of the institution until it appears. The application may not recognize partial, incomplete, or abbreviated names. If the institution does not appear in the list after the full name is typed, select "Can't find your school?" and indicate whether it is an unlisted Canadian, U.S., or other foreign institution.

- **Did you obtain a degree from this college?** Indicate if a degree was received or is anticipated from the institution. If yes, select degree from list, enter the date the degree was awarded or anticipated, and select the major(s) and minor(s) that most closely matches your area of study. If the categories do not match, select "other/not listed." If you received multiple degrees from a single institution, select "Add another Degree".
- **What type of term system does this college use?** Specify quarter, semester, or trimester.
- **When did you attend this college?** Enter your start term and date, and end term and date, regardless of any gap in attendance. If you are still enrolled, select "Check if you are still attending this college."

## TRANSCRIPTS

Arrange for PharmCAS to receive an official transcript from every U.S. institution you attended in the United States and Canada (if in English), including University Extension. Your file will not be verified or released to your select pharmacy schools until all official transcripts are received.

### TRANSCRIPT RULES

- PharmCAS requires one official transcript from **every** U.S. and English Canadian college attended, even if the courses later transferred to another institution.
- The institution must be entered in the Colleges Attended section before the transcript can be matched to your application.
- Registrars must send official transcripts directly to PharmCAS by the application deadline set by your selected pharmacy programs. Programs may choose not to consider applications with late transcripts.
- PharmCAS will not accept any unofficial transcripts, including those that are issued to student, faxed, scanned, emailed, on file with a career center or Interfolio; even if they are sealed.
- Do not send foreign (non-U.S./non-English Canadian) transcripts to PharmCAS.
- In rare occurrences where a school's computer system can only include the applicant's name in the transcript's "Issue to" field, instruct the registrar to mail the transcript to PharmCAS and include a letter stating the registrar's policy for addressing transcripts. Transcripts will not be accepted without this letter. Additionally, the transcript cannot have an "Issued to Student" or "Student Copy" stamp and cannot be picked up by the applicant.
- In the event you attended an institution but withdrew prior to receiving any grades on your transcript, you must still report the institution under Colleges Attended. PharmCAS will accept either a transcript that indicates "withdrawn" or a letter from the admission's or registrar's office indicating that you were previously enrolled at the institution, but no official transcript is available.
- If grades for multiple branches or campuses of an institution appear on a transcript, enter all in the Colleges Attended section. It is not necessary to send a Transcript Matching Form for each campus.

### ELECTRONIC TRANSCRIPTS (PREFERRED)

PharmCAS only accepts official electronic transcripts through Credentials Solutions, Parchment, and National Student Clearinghouse. To determine if your registrar participates in either service, please check the [Parchment](#), [Credential Solutions](#), and [National Student Clearinghouse](#) directories. If not listed in either directory, arrange for the registrar to mail an official paper transcript directly to PharmCAS. Electronic transcripts will not expedite the processing of your file at PharmCAS.

- Click [here](#) to see if your school offers the Credentials Solutions service.
- Click [here](#) to see if your school offers the Parchment service.
- Click [here](#) to access the National Student Clearinghouse website. To see if your school offers the National Clearinghouse service, click **Order-Track-Verify > Order or Track a Transcript** from the menu bar.
- If school is listed, follow the service's instructions to request an e-transcript.
- If your transcript is not posted after 7-10 business days, contact the transcript service directly to confirm the order was completed and then contact PharmCAS.

## PAPER TRANSCRIPTS

Follow the instructions to print a PharmCAS Transcript Matching Form for every college and university you have attended in the U.S. and Canada (if in English). Official transcripts mailed without the form enclosed may take longer to process. The registrar may require additional forms or fees.

1. Complete the Colleges Attended section before requesting transcripts.
2. Once you have entered a college attended, click the Download Transcript Request Form button. Each PDF form is unique to you and that particular college or university. You will need Adobe Acrobat Reader to view and print the file.
3. Print and submit the completed form to the registrar or records office at your institution.
4. Advise the registrar office to enclose the PharmCAS Transcript Request Form with your official sealed transcript and mail it directly to:

**PharmCAS Transcript Processing Center**  
**P.O. Box 9109**  
**Watertown, MA 02471**

5. If the registrar's office cannot use this form, advise it to add "PharmCAS" and your PharmCAS ID# on the transcript before mailing it to us.

## TRANSCRIPT STATUS

View the status of your transcripts at any time after submission via the "Check Status" tab of the application home page. PharmCAS will also send email notifications every time a transcript is posted to your application. It is your responsibility to monitor the status of your transcripts at PharmCAS throughout the application process. PharmCAS will not notify you regarding missing transcripts, nor is PharmCAS responsible for materials lost in the mail or for delays caused by institutional registrars' offices. If it has been longer than 10 business days and your transcript has not been posted, arrange for it to be resubmitted. Express or certified mail does not guarantee expedient processing or receipt by PharmCAS.

TIP: You may wish to follow-up with the registrar to confirm when your transcripts were sent. Processing times vary by registrar and may take longer towards the end of a semester. Some schools may not send your transcript until the semester is over.

## DELAYED TRANSCRIPT PROCESSING

Transcript processing may be delayed for the following reasons:

- You have not created a PharmCAS application account for the current cycle.
- The institution is not entered in the Colleges Attended section.
- The PharmCAS Transcript Request Form is not included with the transcript.
- A transcript is not addressed specifically to "PharmCAS."
- The name on your application does not match the name on the transcript.

## REJECTED TRANSCRIPTS

PharmCAS will reject a transcript for the following reasons:

- A transcript is unofficial or is addressed to someone other than PharmCAS.
- A transcript is missing pages or was severely damaged in the mail.

- A document received by PharmCAS is not a transcript.
- The transcript is for someone else with the same or similar name. Be sure to provide your registrar with as much information as possible so it can properly identify your records.

## FRENCH CANADIAN INSTITUTIONS

If you attended a Canadian institution that does not issue transcripts in English, do not send the transcript to PharmCAS. Instead, follow the foreign transcript instructions on the [PharmCAS School Directory](#) for each program. Most programs will require a foreign transcript evaluation from WES. PharmCAS will not hold an application for this documentation, if it is missing.

## INTERNATIONAL (FOREIGN) INSTITUTIONS

Enter all international (non-United States/foreign) institutions you have attended on your PharmCAS application. If required by the program, order a foreign transcript evaluation from [World Education Services \(WES\)](#) through the PharmCAS application. Select the WES “course by course” option with grades. Contact WES directly regarding questions about the foreign evaluation at 212-966-6311 or [info@wes.org](mailto:info@wes.org).

- Do not send original international transcripts to PharmCAS.
- Do not enter international courses completed outside of the United States or Canada.

## STUDY ABROAD

If you participated in a study-abroad program under the auspices of a U.S. institution, and the course work appears on the U.S. transcript as regular itemized credit, follow the steps below.

- Send the U.S. transcript with study-abroad credits to PharmCAS.
- Enter all study-abroad courses that appear on a U.S. transcript with separate grades and credits in the Transcript Entry section.
- Do not list the international (foreign) institution in the Colleges Attended section.
- If the U.S. transcript does not display the grades or credits for study-abroad courses, follow the policies for international transcripts and coursework.

## OVERSEAS U.S. INSTITUTIONS

PharmCAS recognizes overseas United States institutions that are accredited through an agency approved by the U.S. Department of Education and uses English as the primary language of instruction and documentation. Submit transcripts and coursework for overseas U.S. institutions and U.S. institutions with a campus overseas (e.g., the University of Maryland at Munich).

## 2021 SUMMER AND FALL TRANSCRIPTS

If you submit your PharmCAS application before your 2021 summer and/or fall transcripts are available, review the [Academic Update](#) section to learn how to submit these updated transcripts to PharmCAS.

## 2022 SPRING TRANSCRIPTS

Accepted applicants are instructed to **arrange for their official spring 2022 transcripts to be sent directly to PharmCAS as soon as they are available and before the cycle closes on June 30, 2022**. If you do not submit your updated courses and transcripts in a timely manner, your selected programs may no longer consider you for admission. See also the “Academic Update” section.

## **2022 SUMMER TRANSCRIPTS**

**Accepted applicants must arrange for summer 2022 transcripts to be sent directly to the pharmacy school** (and not to PharmCAS). The 2021-2022 PharmCAS cycle will be closed before summer 2022 transcripts will be available.

## **RESENDING TRANSCRIPTS AFTER ACCEPTING AN OFFER**

If you accept an offer of admission to a program, you may be required to submit a second set of official transcripts from every institution you have attended prior to matriculation. You must send this second set directly to the program. PharmCAS cannot forward transcripts to a program to fulfill this institutional requirement.

## **NO TRANSCRIPT AVAILABLE**

PharmCAS does not waive transcript requirements due to unpaid fees from the applicant to a college or university. Applicants who are unable to obtain an official transcript from an institution due to extenuating circumstances, such as a closed institution, 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.

## **TRANSCRIPT INVESTIGATIONS**

PharmCAS 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 a misrepresentation in data is confirmed, PharmCAS will notify the programs to which the applicant has applied. In addition, on a case-by-case basis, PharmCAS reserves the right to notify all programs participating in the service, as well as other education associations.

## TRANSCRIPT ENTRY (COURSEWORK)

Report ALL coursework completed at institutions in the U.S. and Canada (if in English) exactly as it appears on your transcript. You must include all failed, repeated, and withdrawn courses through the last term you have completed at the time you apply. Also include any dual-enrollment (co-op) courses completed during high school in which college credit was earned.

### HOW TO ENTER YOUR COURSES

- Do not enter courses from memory. Refer to a personal copy of your transcripts.
- Enter all completed courses (past), in-progress courses (present), and planned courses (future).
- **Enter each course once from the transcript where it was originally taken, even if the credits transferred to another institution.**
- Enter all courses, even if they do not fulfill a prerequisite or if you later repeated them.
- Enter courses in order of oldest to most recent.
- Enter labs for all science courses exactly as they appear on your transcript (as separate lab credits or combined lab/lecture credits).
- Enter college credit granted in high school, such as Advanced Placement (AP) or International Baccalaureate (IB).
- Enter community college courses completed during summer terms.
- Enter placement exams (e.g., CLEP) where college credit was awarded.

### COURSEWORK VERIFICATION

PharmCAS will verify your self-reported courses against your official transcripts and will report any discrepancies to your selected 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.

### ADD A SEMESTER

Select the institution and click the "Add Semester" button. Next, select the term, year, and academic status.

1. If you're entering courses for a term that is currently in-progress or planned, select **In-Progress/Planned** for completion status. You are strongly encouraged to enter this data.
2. Five-year undergraduate students should list their last 2 years as "Senior".
3. Choose "Freshman" for courses that fall outside of the typical academic statuses.
4. For any undergraduate-level terms completed after your initial bachelor's degree, including a second bachelor's degree, select "Post-Baccalaureate",
5. Select "Graduate" for any master's and doctorate degree-level work, regardless of whether the degree was earned.

After you enter all courses for all colleges, you will be prompted to start the Transcript Review and identify coursework that was repeated, awarded as credit via an AP test, awarded as credit by IB or other tests, was completed at honors level, and completed as study abroad. (See more explanation below under "Review and Finalized Transcripts.")

## DUAL-ENROLLMENT

Enter dual-enrollment (co-op) courses completed during high school in which college credit was earned. Enter the college attended and course on the application and arrange for an official transcript from the college/university to be sent to PharmCAS, even if those credits transferred to another institution and/or appear on your high school transcript.

## ADD A COURSE

Select the "Add a Course" button to enter courses for the appropriate term.

### Course Code

Enter the departmental prefix and course number for the course, such as BIOL 100, exactly as it appears on your transcript. If the course prefix is numeric on the transcript, enter it on the application in the same format. Do not include section numbers.

### Course Title

Enter the full title of the course, such as "Introduction to Biology," exactly as it appears on your transcript. Enter labs exactly as they appear on your transcript. If the science lab and lecture credits are listed as one course on your transcript, then enter them as one course on your application. If listed separately on your transcript, enter them as separate courses on the application.

### Subject

Select from the dropdown list the subject that best describes the content of the course. PharmCAS will use course subjects in the calculation of your GPAs. If the subject is not on this list, search for another subject area related to this course and select it from the list. The subject must be chosen from the list provided.

### Credits

Enter the attempted credit value for the course, exactly as it appears on your transcript. If you completed courses with unit credits, you may need to convert the unit hours to semester hours (e.g., 1.00 credit = 4 semester hours). Enter credit conversions before submitting the application.

### Grade

Enter the grade exactly as it appears on your transcript. The official PharmCAS reported grade will automatically populate. For non-graded courses, enter the appropriate letter abbreviation:

- |                         |                          |
|-------------------------|--------------------------|
| • AU – Audited          | • P – Pass               |
| • CR – Credit           | • S – Satisfactory       |
| • I – Incomplete        | • U – Unsatisfactory     |
| • NG – No Grade         | • W – Withdrawn          |
| • NP – No Pass          | • WF – Withdrawn Failing |
| • NS – Not Satisfactory | • WP – Withdrawn Passing |

### Enter Narrative Transcripts

If your institution uses a narrative transcript, enter your coursework as described above. If the transcript lists "suggested" credits and/or grades, be sure to enter those as well; otherwise, list the course credits as "0.0" and the grades as "Pass." These courses will not factor into your

GPA, but your programs will see the list of classes you took, along with a copy of the official narrative transcript that you send to us.

## **REVIEW AND FINALIZE TRANSCRIPTS (COURSEWORK SECTION)**

Once you have entered all courses from all United States and English Canadian institutions attended, complete the transcript review process to finalize your coursework section. You will need to review your coursework from each institution attended. You must complete Transcript Review before you can add prerequisites in the Program Materials section.

### Primary College

Identify one primary undergraduate institution. The 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 undergraduate courses.

### Labs

If you have any courses that were labs or included a lab component on your transcript, then select yes.

### Repeated Classes

You must enter all attempts of every course taken, even if you later repeated a course or if your college removed the initial attempt from your GPA calculation. Courses should only be marked as repeated if you repeated them at the same institution for a higher grade. Withdrawn courses, courses taken at different schools, and taken multiple times for new credit (i.e. school band, physical education, etc.) are not considered repeated. Mark the first, subsequent, and final course attempts as "Repeated." Enter the number of credit hours attempted, regardless of how many credits you earned. Repeated courses are included in your GPA calculation regardless of a school or state's academic forgiveness policy.

### Advanced Placement Credit

Enter any AP courses that appear on your official transcripts under the term the credit was granted by your college. Mark courses as "Advanced Placement" during the Transcript Review.

### Other Test Credit

If you have course credits fulfilled by tests other than AP exams (such as CLEP, Department Exam, Institutional Exam, IB, and the Regents Exam) and clearly marked as a test credit on your transcript, then select yes.

### Honors Courses

Indicate if you took any honors courses, which are generally college courses taken at an honors level. These are usually designated with an "H" in the course number on your transcript. Latin honors earned upon graduation does not mean your courses are retroactively considered "Honors."

### Study Abroad Courses

Specify if you have completed any coursework as part of a study-abroad program. If yes, it should be listed under the United States institution that sponsored the program. Study abroad

courses are included in your GPA. **A foreign transcript evaluation is *not* needed for study-abroad coursework.**

## PROFESSIONAL TRANSCRIPT ENTRY (PTE) SERVICE

### OVERVIEW

If you prefer not to enter all your coursework on your own, the Professional Transcript Entry (PTE) specialists can enter it for you for an additional fee. This service is only available for completed coursework from accredited schools. Coursework from unlisted schools, foreign coursework, and planned/in-progress courses are ineligible for PTE and must be entered by you.

Note that the PTE specialists only enter the information listed on your official transcripts and do not correct errors for coursework you have already entered. If you entered coursework and made a mistake or did not report an institution, these errors will be communicated to you during the verification process at which point it will be your responsibility to correct them.

Please refer to the [Refund Policy](#) for further payment policies.

### FEES

Fees for PTE are as follows:

- 1-3 transcripts: \$69
- 4-6 transcripts: \$95
- 7 or more transcripts: \$145

These fees apply only to coursework entry and are in addition to regular application fees. Fee waivers and coupon codes issued by schools are not available for PTE. Additionally, your PTE payment cannot be transferred to another cycle (e.g., re-applicants).

### PROCESS

To successfully sign up for PTE, complete the following required steps:

1. Enter any coursework that is **not** eligible for PTE.

Before the PTE process can start, you must enter any coursework that is ineligible for PTE. Ineligible coursework includes planned or in-progress courses and courses taken at unlisted U.S. schools. We cannot enter these courses on your behalf, and they must be entered by you before you pay for PTE.

Note that once you make your PTE payment, you will be unable to enter any additional planned/in-progress courses until the verification process is complete.

2. Send us your official transcripts.

We must receive all required transcripts before PTE can begin. Monitor your application to ensure your transcripts are received. It can take up to seven business days from the date we receive your transcripts to post them to your

application. Once your transcripts post, you will receive a confirmation email and you can view your transcript receipt dates on the Check Status tab.

3. Sign up and pay for PTE.

Click **Tell Me More** at the bottom of the Transcript Entry page and follow the prompts to sign up for PTE and enter your payment information. Payments are non-refundable and can only be made online via credit card. After making your payment, you can continue adding colleges attended for PTE until you submit your application. You cannot add any colleges attended for PTE once your application is submitted or during the Academic Update.

4. Submit and complete your application.

Before PTE, you must submit and pay for your application. Once your application is submitted and we receive your transcripts, we will begin to work on your application within ten business days. Note that applications are placed in line for PTE on a first-come, first-served basis.

## TURNAROUND TIME

Once all the requirements are met, it may take up to ten business days for coursework entry to be completed. Your application will not be given a Complete Date and moved into the verification queue until your coursework entry is approved at which point it can take up to an additional two weeks to be verified. Please keep these turnaround times and your program's deadline requirements in mind. We are not responsible for missed deadlines due to PTE procedures or turnaround times.

## REVIEWING AND APPROVING YOUR COURSEWORK ENTRY

You will receive a notification once your PTE is complete. You should then review the coursework entered by PTE specialists to make sure it is accurate and approve the entry. You should also match your coursework to any required prerequisite courses in the Program Materials section before approving the entry.

If you find any issues with the coursework entry, email customer service to determine how to proceed. Wait for corrections to be confirmed and implemented before approving the coursework entry.

Once you approve your coursework entry (and complete all other application requirements), your application will be given a Complete Date and placed in line for verification. Be sure to approve your coursework in a timely manner to avoid any delays in processing your application.

If you reapply in a future cycle, your PTE coursework will only carry forward if you submit your application and approve the PTE coursework entry in the current cycle.

## STANDARDIZED TESTS

Visit the [PharmCAS School Directory](#) to read the standardized test requirements for your designated programs. Select the type of test and the date it was taken or will be taken on your PharmCAS application, if your designated programs require the test for admission. We cannot forward your scores to any programs or individuals outside of PharmCAS.

You can self-report your standardized test scores and planned test dates in this section. Some of the programs you apply to may require you to report specific test scores. Be sure to check with your programs to ensure you're completing all requirements. If you have taken a test, official test scores are generally required in addition to any self-reported scores on the application. Once you submit your application, you cannot edit previously entered tests marked as "taken," but you can add new tests planned or completed.

### PHARMACY COLLEGE ADMISSION TEST (PCAT)

To request official PCAT scores, you must report your PCAT Candidate Information Number (CID), which is supplied by Pearson and different than your PharmCAS ID. PharmCAS will then release your PCAT scores to your pharmacy programs. If you do not enter your PCAT CID, PharmCAS will not send your PCAT scores to your programs. **If you enter a planned/future PCAT test date, you must log back into your submitted PharmCAS application and add your PCAT CID.** To edit your PCAT information, click on the pencil icon, update your answer to "yes," provide the required details, and "save this test."

#### Use PCAT PharmCAS Code 104

- If your designated programs require the PCAT, arrange for Pearson to send your scores directly to PharmCAS-code **104**.
- Pearson will send scores for the most recent test date and up to four previous dates during the past five years. Enter your PCAT information on the Standardized Tests page in the application, including your PCAT CID number.
- If your PCAT CID number is missing from your application, your official PCAT scores will not be matched to your application.
- Once your scores are matched, you can view the scores attached to your application in the Standardized Tests section of the Check Status tab.

PCAT TEST DATES	REGULAR REGISTRATION DEADLINE
July 8-9, 2021	May 12, 2021
September 9, 2021	July 7, 2021
October 18-29, 2021	October 1, 2021
January 5, 2022	November 3, 2021
February 1-5, 2022	January 12, 2022
Mar 28-Apr 1, 2022	March 2, 2022

Contact Pearson to request your scores be sent to PharmCAS or to register for 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](mailto:scoring.services@pearson.com)  
Monday–Friday, 8:30 a.m. to 5:00 p.m. CST  
[www.pcatweb.info](http://www.pcatweb.info)

## TEST OF ENGLISH AS A FOREIGN LANGUAGE ([TOEFL](#))

### Use TOEFL PharmCAS Code 8246

If English is not your first (primary) language, your designated programs may require you to submit official TOEFL scores to code **8246** by the application deadline. Please visit the PharmCAS School Directory for program requirements.

Enter your TOEFL scores in the spaces provided. If you have taken the TOEFL multiple times, enter your scores for each date separately. Also enter any planned TOEFL test dates. Do not mix and match scores from different dates. If your name and date of birth on the application do not match your TOEFL record, your scores cannot be posted to your application.

It takes approximately 10-12 business days from the date you make the request for the TOEFL score to post to your application. PharmCAS does not hold applications for missing TOEFL scores, but programs may not consider affected applicants if they are missing or late.

## 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 [Academic Update](#), PharmCAS will verify any new degrees earned since the application was initially submitted and verified.

Programs are instructed not to automatically interpret an unverified degree in the Education tab in WebAdMIT to mean that the applicant entered falsified information. PharmCAS and designated 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. Programs reserve the right to contact the applicant or registrar directly, if they have questions about the status of a degree. PharmCAS does not conduct investigations on degree status.

## **PHARMCAS COLLEGE CODE LIST**

PharmCAS accepts courses and transcripts from all colleges, schools, and universities recognized by the U.S. Department of Education, including vocational and technical programs. Courses taken at institutions that are not regionally accredited are included in an applicant's PharmCAS course history and GPAs and are flagged in WebAdMIT. Programs are not obligated to accept or consider non-regionally accredited courses and may choose to exclude them from their local and prerequisite GPAs, as needed.

## UPDATING YOUR COURSEWORK – ACADEMIC UPDATE

After you initially submit your application, you may need to update your college course history to reflect newly completed or planned/in-progress courses. PharmCAS will not update your coursework for you.

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 until all grades are received. You cannot enter or edit courses or terms that were previously verified.

### FALL ACADEMIC UPDATE

Enter your updated summer or fall 2021 grades online and **arrange for your official summer 2021 and fall 2021 transcripts to be sent directly to PharmCAS as soon as they are available.** You should use an unofficial grade report from the institution to enter your courses online and not wait for an official transcript. Applicants who do not complete the Fall Academic Update in a timely manner may jeopardize their admission status.

- **December 15, 2021:** The Fall Academic Update opens. New courses will not be verified until the Academic Update window is open, and your initial file is verified.
- **February 15, 2022:** The Fall Academic Update closes.

### How to Complete the Fall Academic Update

1. Once your application status is "verified," navigate to the "Transcript Entry" section.
2. If you attended a college/university for the first time, add and save that institution to the Colleges Attended section.
3. Edit any planned/in-progress terms that are now completed by unchecking the "planned/in-progress" box for the term. Then, enter your grades and credits. All courses in the term must be complete before you switch the term's status to "complete."
4. Enter any new planned or in-progress terms. Once done, submit your Fall Academic Update for verification. Do not submit until all course edits are done.
5. Complete the Transcript Review again.
6. To submit updates back to verification, click the "Submit My Updates" button.
7. Once clicked, navigate to the "Update my Application" button on the dashboard. Click on this button to immediately send these application updates to your programs.
8. Arrange for all updated official transcripts to be sent to PharmCAS. It is your responsibility to ensure that all applicable grades are on the transcripts received by PharmCAS.

If you do not complete these steps, PharmCAS will be unable to process your coursework changes and your programs will not receive your updated GPAs.

## SPRING ACADEMIC UPDATE

Accepted applicants should enter their spring grades on the PharmCAS application beginning on April 15, following the completion of the spring 2022 term. Applicants must enter spring grades before the 2021-2022 cycle and Spring Academic Update period closes on June 30, 2022.

It is your responsibility to add any new courses completed since your application was first submitted to PharmCAS and to edit any in-progress and planned courses. Courses that were originally reported as completed cannot be modified.

- **April 15, 2022:** The Spring Academic Update opens. Accepted applicants should update their spring grades as soon as they are available.
- **June 30, 2022:** The Spring Academic Update window closes. PharmCAS will not accept course updates after this date.

### Spring 2022 AU Transcripts

Accepted applicants are instructed to **arrange for their official spring 2022 transcripts to be sent directly to PharmCAS as soon as they are available and before the cycle closes on June 30, 2022.** If you do not submit your updated courses and transcripts in a timely manner, your selected programs may no longer consider you for admission.

PharmCAS will automatically notify all applicants who are identified as accepted to one or more programs that they should complete the Spring Academic Update (AU) and send their official spring 2022 transcripts to PharmCAS. If a program would like an applicant who is under review or on a waitlist to also complete the Spring AU, it is responsible for communicating this requirement to the applicant directly.

### Summer 2022 AU Transcripts

**Accepted applicants must arrange for summer 2020 transcripts to be sent directly to the pharmacy school** (and not to PharmCAS). The PharmCAS 2021-2022 cycle will be closed before summer 2022 transcripts will be available. For your summer 2022 coursework, the program that 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.

### How to Complete the Spring Academic Update

1. To enter spring and summer 2022 courses, click on Update My Application > Academic History > Transcript Entry > Edit
2. Scroll down to the In-Progress term and click on blue pencil to edit.
3. Change completion Status to Completed and enter completed grades.
4. Click Save once complete.
5. Follow the instructions above on where to send your updated official transcripts for spring and summer 2022.

If you do not complete these steps for your spring 2022 coursework, then PharmCAS will be unable to process your coursework changes and your programs will not receive your updated GPAs.

## REPORTING GRADE CHANGES

If a grade changed on your transcript due to a correction made by the registrar's office, follow the steps below.

1. Include the following information in an email to PharmCAS:
  - Full name
  - PharmCAS ID Number
  - Name of the institution issuing the grade change
  - Course title
  - Course prefix and number
  - Session year and term for course (e.g. fall 2018)
  - Original grade on the transcript
  - Revised/corrected grade on the transcript.
2. Corrected paper transcripts:
  - Print a new Transcript Request Form from the Colleges Attended section for the institution that issued the grade change.
  - On the form, circle Yes next to Grade Change.
  - Submit the Transcript Request Form to the registrar and arrange for a revised copy to be sent to PharmCAS as soon as possible.
3. Corrected electronic transcripts:
  - Follow steps in Transcripts section to resend record to PharmCAS.

Once the official transcripts are received, PharmCAS will update your course grade and GPA and submit an updated application to your selected programs. If the transcript with your grade change will be received by PharmCAS after June 30, 2022, contact PharmCAS before sending the transcript.

## VERIFICATION AND GPAS

After PharmCAS receives all of your official U.S. transcripts, it 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 "Transcript Entry" section of your application.

PharmCAS will check the course information you reported on your application against your official transcripts and will report any discrepancies to your selected programs.

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

PharmCAS calculates a standardized set of GPAs to help programs evaluate applicants using uniform criteria. PharmCAS GPAs may differ from those calculated on your transcripts due to the grade standardization process. Programs may use the PharmCAS GPAs or calculate their own.

#### PHARMCAS GPAS INCLUDE:

- Courses only from colleges and universities in the United States and Canada
- Repeated courses
- Study-abroad courses, if reported on a United States transcript
- Withdrawn failing

#### PHARMCAS GPAS DO NOT INCLUDE:

- Foreign courses
- Advanced Placement (AP)
- CLEP
- Audited
- Deferred
- Institutional/departmental exam
- International Baccalaureate (IB)
- Incomplete
- Pass/fail
- Withdrawn/withdrawn passing

### GPA RULES

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.

- **Repeated** courses are included in GPAs, even if they are later repeated for a higher grade or excluded from the GPA on the transcript.
- **Failed** courses are included in GPAs, even if they are later repeated for a higher grade or excluded from the GPA on the transcript.
- If credits or grades are missing, courses are excluded from GPAs.

- PharmCAS will not calculate GPAs by totaling grade values and dividing by the number of courses completed.
- PharmCAS includes grades and credits from transcripts where the course was originally taken, regardless of transfer credit earned at other institutions.** The only exception is study-abroad coursework that transferred to a United States institution with itemized credit and grades.
- GPAs are calculated on a 4.0 semester-based system.
- Quarter hours are automatically converted to semester hours (Quarter hour x .667 = semester hour).
- Unit credits are converted to semester hours.
- Grade value is multiplied by semester credits.
- Grade value (e.g., A=4.0) x semester credits (e.g., 3) = quality points (e.g., 12).
- Total quality points divided by total credits attempted = PharmCAS GPA.
- All credit hours are rounded to the tenths place.
- PharmCAS GPAs are rounded to the hundredths place.

### 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

### Year-Level GPAs/Academic Status

- Freshman, Sophomore, Junior, Senior, Post-Baccalaureate, Cumulative Undergraduate, Graduate, Overall

### Course Subject Category GPAs

- Biochemistry, Biology & Other Life Sciences, Inorganic Chemistry, Math, Microbiology, Organic Chemistry, Other Science, Physics, and Social & Behavioral Science

### Science, Non-Science, and Mathematics GPAs

- PharmCAS divides each Year-level GPA into Science, Non-Science, and Overall

### College/University GPA

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

### GRADING SCHEMES

The PharmCAS application automatically assigns the following grades to courses with numeric grading scales, regardless of the letter grade value assigned on the official transcript. Applicants must enter each course grade exactly as it appears on the transcript.

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)
59 and below	F	(>1.0)

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)
1.09-0.80	D	(1.0)
0.79-0.60	D-	(0.7)
0.59-0.40	DE	(0.5)
Less than or equal to 0.39	F	(0.0)
Non-graded designations	NONE	

## CANADIAN GRADE CONVERSIONS

Refer to the [PharmCAS Applicant Help Center](#) to view Canadian Percentage and Number Grade Conversions.

## 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 programs evaluate students with a "narrative" – sentences or paragraphs discussing the student's work. PharmCAS cannot verify narrative transcripts. If received, these transcripts are scanned and made available to your designated programs.

## REVIEW PHARMCAS GPAS

You may review your PharmCAS GPAs by logging onto your account on the PharmCAS website. 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 two 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
<b>TOTAL</b>		16			32

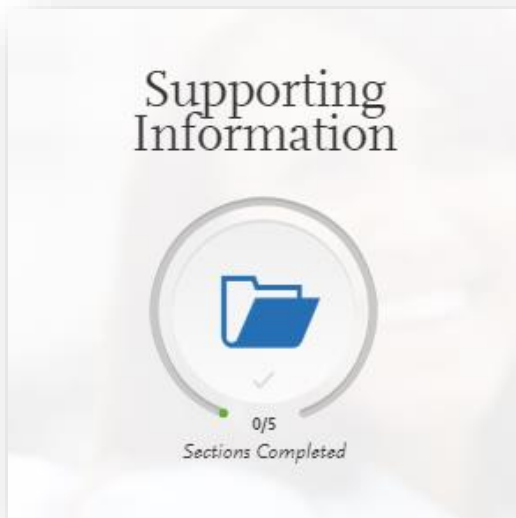
**GPA Calculation**


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

**CHECK YOUR PHARMCAS GPAS**

PharmCAS will email you once your coursework is verified and GPAs are calculated. Log into your application to view your GPAs. If you have questions about your GPAs, contact PharmCAS customer support.

## SUPPORTING INFORMATION





# Supporting Information

0/5 Sections Completed

Evaluations

Experiences

Achievements

Licenses and Certifications

Personal Essay

## EVALUATIONS

Evaluators (letter writers) must submit evaluations (aka letters of reference or recommendations) to PharmCAS online via the "Letters by Liaison" Evaluator Portal. Evaluators will complete a 2-part process:

- **Part I:** Complete questions and evaluation ratings via the Evaluator Portal.
- **Part II:** Upload letter of reference via the Evaluator Portal.

### BEFORE YOU BEGIN

- **Research Program Evaluation Requirements:** Visit the [PharmCAS School Directory](#) to view program-specific evaluation requirements. The number and type of evaluations required vary by program. Some programs prefer that evaluations are sent directly to them.
- **Contact Evaluators:** Contact your evaluators in advance to confirm they are willing to submit an evaluation on your behalf and to obtain their preferred email address. Enter each evaluator on the application as soon as possible, so they have adequate time to submit an evaluation on your behalf. Alert your evaluators to watch for an email from PharmCAS with the login instructions for the Evaluator Portal. PharmCAS emails are sometimes caught in spam or junk folders. **Advise your evaluators to designate [info@pharmcas.org](mailto:info@pharmcas.org) as a safe email sender.**

### EVALUATION RULES

- PharmCAS will accept up to four (4) evaluations per applicant.
- Applicants cannot complete or submit the evaluation.
- PharmCAS will not notify applicants about missing evaluations.
- Paper and emailed evaluations are not accepted by PharmCAS.
- All programs will receive the same set of evaluations, regardless of requirements.

### SUBMIT AN EVALUATION REQUEST

1. In the Evaluations section, click "Create Evaluation Request."
2. Determine if you are requesting a committee evaluation.
3. Enter the evaluator's full name and email address.
4. Select the date by which you would like this evaluation completed. You are advised to select a date that is at least four weeks before your earliest deadline.
5. Enter a brief message or note for the evaluator.
6. Select whether you want to waive your right of access to the evaluation.
7. Click the checkboxes to grant PharmCAS and your selected programs permission to contact your evaluators.
8. Click "Save This Evaluation Request" to submit your request and trigger an automated email to the evaluator.
9. Confirm with your evaluators that they received the email notification.
10. Use the [Check Status tab](#) to monitor the status of your evaluations. Follow up with your evaluators if their evaluations are still marked as "Requested" or "Accepted." It is your responsibility to ensure that evaluation requests are received and completed on time.

## EVALUATION STATUS KEY

- **Requested** status indicates your evaluation request has been sent to the evaluator via email and the evaluator has not yet responded.
- **Accepted** status indicates the evaluator has agreed to submit an evaluation on your behalf and has not yet completed it.
- **Completed** status and date indicate the evaluation has been received by PharmCAS and it was sent to your designated program(s). Your designated colleges and schools can view your evaluations once your application is verified.
- **Declined** status indicates that the evaluator declined your evaluation request. You can click Update Evaluators to add a new evaluation request.

## AUTHORIZATION STATEMENTS

Before PharmCAS will process your evaluation, you must certify the following statements:

- I hereby give PharmCAS permission to contact the evaluator below via email to request the completion of the PharmCAS reference form and letter of reference. If my evaluator does not submit an online evaluation form to PharmCAS in response to the email request, it is my sole responsibility to contact the evaluator directly to ensure all references required by my designated Pharm.D. programs are received by the deadline.
- I understand that the Pharm.D. programs to which I am applying may contact the evaluator either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the Pharm.D. programs or PharmCAS to do so.

## PRIVACY 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 an evaluation to your evaluator and programs.

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

- Selecting **Yes** indicates to programs that your evaluator completed their evaluation with the understanding that you would not be able to view it. This means you will not be able to see the content of the evaluation or letter of recommendation. Programs may view this type of evaluation as a more accurate representation of an applicant's qualifications.
- Selecting **No** indicates to programs that your evaluator completed their evaluation with the understanding that you may choose to view it in the future. Selecting this option does not allow you to view your reference via the application. If you do not waive your right to view the reference, you may ask your reference for a copy of the recommendation. Programs may view this type of evaluation as a less accurate representation of an applicant's qualifications and may ask you to explain your reasons for your choice during interview(s).

## **EVALUATOR FORM**

- Evaluators must complete and update a profile section with their contact information in case a program needs to communicate with them.
- Evaluators must complete a ratings section to evaluate you on multiple criteria.
- Evaluators must upload a letter of recommendation on institutional or organizational letterhead via the Evaluator Portal. Accepted formats for uploads are .pdf, .doc (Microsoft Word), .rtf (Rich Text Format) or .txt (ASCII Text File) files only. Uploaded letters must be less than 5MB in size. Since all evaluations are sent to every school you designate, evaluators should avoid referring to any specific pharmacy school or individual in the letter.

## **MISSING OR LATE EVALUATIONS**

Arrange for PharmCAS to receive all evaluations by the application deadline date set by your designated programs. PharmCAS does not enforce evaluation deadlines and will not hold your application for missing evaluations. Evaluators can submit a reference on your behalf after you submit the application or the school's application deadline has passed, however, schools may choose not to consider late materials. Evaluations will be released to all of the applicant's designated programs, even if they arrive late.

## **COMMITTEE LETTERS**

If you want to submit a committee letter as part of your application, you can do so by entering the committee chair (or their alternate) as an evaluator. The committee chair must then complete the evaluator form and upload one letter (that mentions the assessments of various committee members) via the Evaluator Portal. A committee letter only counts as one reference.

## **CHANGE EVALUATOR'S EMAIL ADDRESS**

If you entered an incorrect email address for an evaluator, or if your evaluator asks that you send the evaluation request to a different email address, you must delete the evaluator and then re-add with the correct email.

## **EDITING EVALUATORS**

If an evaluator is unresponsive or declines your invitation to submit a reference on your behalf, you may edit the evaluator's 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 evaluation is received.

## **EXTRA EVALUATIONS**

You cannot submit more than four (4) evaluations to PharmCAS. Send any additional evaluations directly to your designated programs, if the program requires them. Unless required, programs might not consider extra evaluations.

## **INVESTIGATIONS**

PharmCAS may verify an evaluator's identity. If a Pharm.D. program suspects an evaluation is falsified, it is the program's responsibility to contact the applicant or

evaluator to investigate. PharmCAS will share any suspected cases of falsified evaluations reported by a program with the applicant and the applicant's other designated programs. PharmCAS will not attempt to verify the accuracy of the program's investigation results.

## EVALUATION FORM QUESTIONS FOR REFERENCE WRITERS

The list of evaluator questions is provided for informational purposes only and intended to help you select evaluators who can best respond to them on your behalf. All responses to these questions must be submitted by your evaluators via the Evaluator Portal.

### Evaluator Information

- Address, City, State, Postal Code
- Phone Number
- How long have you known the applicant?
- How well do you know the applicant?
- In what capacity do you know the applicant?
- If you selected "Instructor/Professor" above, in what subject area (e.g. biology, chemistry, mathematics, etc.) have you taught the applicant?
- If you selected "Employee/Supervisor" or "Colleague/Coworker" above, please indicate the applicant's position and title:
- If you are a pharmacist, please indicate the pharmacy institution from which you graduated:

### Ratings (Scale: Excellent, Good, Average, Below Average, Poor, Not Observed)

- **Adaptability:** reacts well to stress, is poised and controlled.
- **Empathy:** considerate, sensitive, and tactful in response to others.
- **Ethics:** displays honesty, integrity, and ethical behaviors.
- **Intellectual Ability:** academic competence and aptitude for pharmacy degree program.
- **Interpersonal Relations:** able to get along well with peers and superiors.
- **Judgment:** displays critical thinking skills, common sense, and decisiveness.
- **Leadership:** takes initiative and motivates others.
- **Oral Communication:** speaks clearly with precision and accuracy, without ambiguity.
- **Reliability:** dependable, responsible, prompt, and thorough.
- **Written Communication:** writing is precise, accurate, grammatically correct, and unambiguous.

### Overall Recommendation Concerning Admission

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

### Document Upload

Evaluators can upload one document to support their recommendation of the applicant.

## EXPERIENCES

Enter your professional experiences by category or type. Review the type definitions below, consider the duties you performed during the experience, and use your best judgment to select the appropriate type. Each experience should be entered only once in the most appropriate category/type. If you have questions about whether your experience will fulfill a program's requirements, contact the program directly.

Although you can enter any experience that you believe is relevant to your application, we recommend focusing on experiences during the past 10 years that are at the collegiate level or above. Visit the [PharmCAS School Directory](#) for program-specific documentation requirements for experiences.

### EXPERIENCE TYPES

#### Pharmacy Experience:

Experiences in a pharmacy or pharmacy-related field; for example, shadowing a pharmacist and/or working as a pharmacy technician.

#### Healthcare Experience

Both paid and unpaid work in a health or health-related field (outside of pharmacy experience) where you are not directly responsible for a patient's care, but may still have patient interaction; for example, (non-pharmacy) job shadowing, performing clerical work, delivering patient food, cleaning patients and/or their rooms, administering food or medication, taking vitals or other record keeping information, working as a scribe, CNA, medical assistant, etc.

#### Employment

Paid or volunteer work done outside of the healthcare field or a research lab; for example, a retail or restaurant job. Please use the Description/Key Responsibilities field to identify any summer/seasonal/temporary employment that spanned over multiple years.

#### Extracurricular Activities

Related activities you would like your selected programs to review; for example, pre-pharmacy club. Do not include paid work experience in this section.

### ENTER YOUR EXPERIENCE

1. Click Add an Experience.
2. Select the appropriate experience type from the drop-down.
3. Enter information about the organization where the experience took place.
4. Enter information about your supervisor at the organization.
5. Enter the date or date range in which the experience took place. Note that your experiences will not display on your application in any specific order, regardless of the dates entered.
6. Enter additional details about the experience.
7. Select Yes or No to indicate a release authorization to contact the organization.

8. Click Save & Continue.

## ACHIEVEMENTS

Enter any relevant professional or academic achievements, such as awards, honors, and scholarships. Although you can enter any achievements that you believe are relevant to your application, we recommend focusing on experiences during the past 10 years that are at the collegiate level or above.

### ACHIEVEMENT TYPES

#### Honors

Honors received as a special distinction for work done, including Dean's List and memberships in honor societies.

#### Publications

Any work publicized through media organizations, including newspapers and journals.

#### Scholarships

Scholarships earned based on academic, athletic, and other achievements.

### ADD AN ACHIEVEMENT

1. Click Add an Achievement.
2. Select the type of achievement.
3. Enter the name of the achievement.
4. Enter the name of the organization that presented the achievement, if applicable.
5. Enter the issued date.
6. Enter a brief description, especially if the achievement is not clear based on its title. You can also note if any special circumstances surrounded it. If your achievement was awarded multiple times (e.g. Dean's List), use this field to explain that instead of creating multiple instances.
7. Click Save This Achievement. Your saved achievements will not display in any particular order, regardless of the order or dates you enter.

Note that once you submit your application, you cannot edit or remove your achievements; however, you can continue to add new achievements, as needed.

## LICENSES AND CERTIFICATIONS

Enter any current professional licenses or certifications that you have. PharmCAS does not verify this section. Contact your designated programs to determine if they require official documentation of any licensure or certifications listed in this section.

### ADD A LICENSE OR CERTIFICATION

1. Click Add a License or Certification.
2. Select License or Certification from the Type drop-down.
3. Enter the title and organization name.
4. Enter the name of the organization that issued the certification.
5. Enter a number, if applicable.
6. Enter the date on which the certification was issued and the date it is valid to, if applicable. Because you can only list current certifications, the system will not let you enter a past date in the Valid Until field.
7. Select the state the license or certification was issued in.
8. Enter an optional, brief description.

Note that once you submit your application, you cannot edit or remove licenses and certifications; however, you can continue to add new ones, as needed.

## PERSONAL STATEMENT

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 to clearly and effectively express your ideas.

### REQUIREMENTS

- **Keep Your Essay Topic General:** Your personal statement will be sent to all PharmCAS programs to which you apply, and so you should not personalize it to any specific program. Once you submit your application, you cannot edit the statement.
- **Check Character Limit:** Your personal statement will be limited to approximately 1 page (4,500 characters). As you type, you will see the number of characters still available, including spaces, carriage returns, and punctuation. You cannot save your statement if it exceeds the character limit.
- **Copy and Paste from Notepad:** Some formatting characters (i.e., angled quotes, accents, special characters, bold, underline, or italics) used in programs such as Microsoft Word will not display properly in PharmCAS. Therefore, you are advised to copy and paste your statement from a plain text editor, such as Notepad.
- **Use Your Own Words:** Plagiarizing any part of your essay is a violation of the [Applicant Code of Conduct](#). See the Plagiarism section below for more information.
- **Use Simple Formatting:** Formatting such as tabs, italics, multiple spaces, etc. will not be saved. To delineate paragraphs, type a double return between each paragraph.

### PROOFREAD

Carefully review your essay for spelling, grammar, punctuation, and content before you submit your application. Once submitted, you cannot edit your essay.

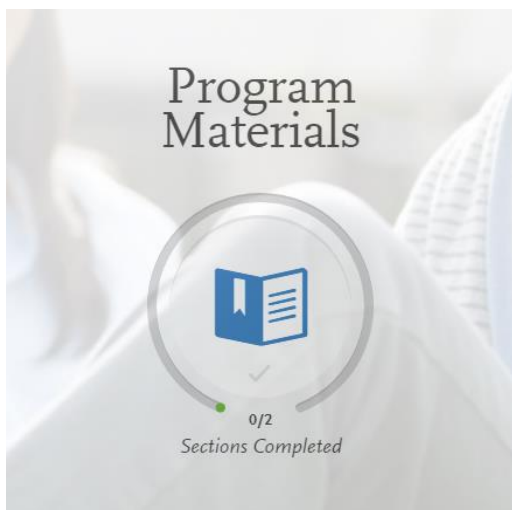
### PLAGIARISM

**Your personal statement will undergo a similarity review with iThenticate/Turnitin for Admissions (an online plagiarism checker used by PharmCAS) for the detection of plagiarism and other potential violations of the [Applicant Code of Conduct](#). All submitted personal statements and other materials will be included as source documents in the iThenticate/Turnitin for Admissions reference database solely for the purpose of detecting plagiarism of such documents.**

### ADDITIONAL ESSAYS

Each program reserves the right to require additional essay responses as part of the Program Materials or supplemental application process.

## PROGRAM MATERIALS



## PROGRAM MATERIALS OVERVIEW

The Program Materials section is specific to the programs you selected in the Add Program section. These programs appear on the left side of the page. Click on the program's name to access their specific section. Each program's page can include several different tabs, depending on their individual requirements.

### HOME

The Home tab contains the Program Details provided by each program at the start of the application cycle. It includes deadlines and other information specific to the program.

### DOCUMENTS

The Documents tab is only available for certain programs. If applicable, you can upload documents that will only be visible to that particular program. Documents that are marked as Optional do not need to be completed for you to submit your application. Contact the program directly if you have any questions about their specific requirements. If your program provides a PDF form for you to complete and upload in this section, you must save and upload it as an image file.

### PREREQUISITES

The Prerequisites tab allows you to match your planned and completed coursework to the course prerequisites for each selected program. The Prerequisites tab may or may not be available, depending on the settings for each program. If available, the program's list of prerequisite courses will be displayed on the screen. You must complete the Transcript Entry section and the "Review & Finalize My Transcript" process before you can select courses for prerequisites. Assigning courses **does not necessarily mean you meet the program's prerequisites**. Contact each program directly if you have questions about these prerequisites.

#### Assign a Prerequisite

1. Click **Assign Course**.
2. Click the plus sign next to the course(s) that you believe fulfills the prerequisite. You can match multiple courses to one prerequisite, if applicable.
3. Click **Save and Exit**.

### QUESTIONS

Some programs require applicants to respond to custom questions in addition to the standard PharmCAS application questions. The PharmCAS application will automatically prompt you to respond to any program-specific questions when you designate programs that require them. You will not be able to submit your application until you have responded to all required program-specific questions for all of your selected programs. Any program-specific essay will be seen only by the program that requested it. If you have questions about a program-specific question, contact the program directly. You cannot edit your responses to these program-specific questions once you have submitted your application.

## KIRA TALENT

Some programs may request or require that you complete a Kira Talent assessment, which is separate from your PharmCAS application. Kira Talent is a cloud-based, online video screening platform where your programs create virtual interview questions. Contact each program directly if you have questions.

To submit a Kira assessment:

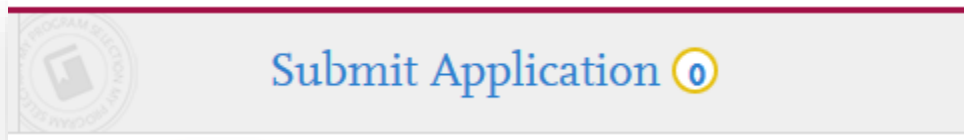
1. Click **Open Kira Assessment**.
2. You will then be redirected to Kira Talent, where you can log in with an existing account or create a new account.

Once you complete the Kira assessment, return to your PharmCAS application to verify that the section is marked complete. If it's not, click **Update**.

Note: if your program's Kira assessment is optional, you can choose not to submit one by clicking **I Do Not Want To Complete This Assessment**.

## SUBMIT APPLICATION

### APPLICATION FEE



### PAYMENT OVERVIEW

The green status bar indicates your progress toward a completed application. Once you have entered all required items on the application, a blue "Pay and Submit this Program" button will appear. Once you have reviewed your application for accuracy and completion and have finalized your program selections, click this button to submit your application. **PharmCAS cannot delete program selections after you submit your application.** You can continue to add programs, although all application fees must be successfully processed before 11:59 pm Hawaii Time (HT) on the individual program's deadline date in order to apply.

### PHARMCAS APPLICATION FEE

The PharmCAS application fee is based on a graduated scale that varies based on the number of programs you choose to receive your application. Your application will not be processed until your payment is received.

### FEE SCHEDULE FOR THE 2021-2022 APPLICATION CYCLE

Number of PharmCAS Program Designations	PharmCAS Fee Due
1	\$175
2	\$230
3	\$285
4	\$340
5	\$395
6	\$450
7	\$505
8	\$560
9	\$615
10	\$670
11 or more	Add \$55.00 for each additional program

### PAYMENT METHODS

PharmCAS Accepts the Following Payment Methods:

- Visa credit cards
- Visa debit cards
- Mastercard credit cards
- Mastercard debit cards

- American Express
- Discover

PharmCAS Will Not Accept the Following Payment Methods:

- Bank debit cards (no Visa or Mastercard logo)
- Visa or Mastercard gift cards
- Money orders
- Cashier's checks
- Personal checks
- Cash
- Payments made over the phone

## REFUND POLICY

PharmCAS application fees are non-refundable. PharmCAS does not issue refunds for withdrawn applications or missed deadlines. Before submitting your application, you are prompted to review and agree to a [Release Statement](#) and the [Applicant Code of Conduct](#). These documents include the no refund policy and describe applicant responsibilities throughout the application process.

## CREDIT CARD PAYMENT DISPUTES

Applicants who issue a dispute through their credit card company to reverse a payment, known as a chargeback, that are not authorized by PharmCAS will receive a bad-payment notification, and the application will be removed from consideration from all programs. Applicants will be given 10 business days to mail a money order payment for the full application fee, plus a \$25 bank processing charge to reinstate their application. If PharmCAS does not receive payment within the allotted time frame, the application will remain blocked, and all programs to which the applicant applied will be notified of nonpayment. If the application cycle ends with an application in a bad-payment status, the applicant will be barred from creating future PharmCAS accounts until all fees owed to PharmCAS from previous cycles are paid in full.

## CARD HOLDER AUTHORIZATION

If you use the credit card of a parent or guardian to pay application fees, communicate with the card's owner and ensure he or she is fully aware of all charges in advance. If a cardholder disputes a charge, your application will encounter delays, holds, and additional fees, even if the cardholder reverses the dispute.

## REPEAT APPLICANTS WITH BALANCE DUE

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

## 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 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 program directly to obtain supplemental application fee instructions.

## FEE WAIVERS

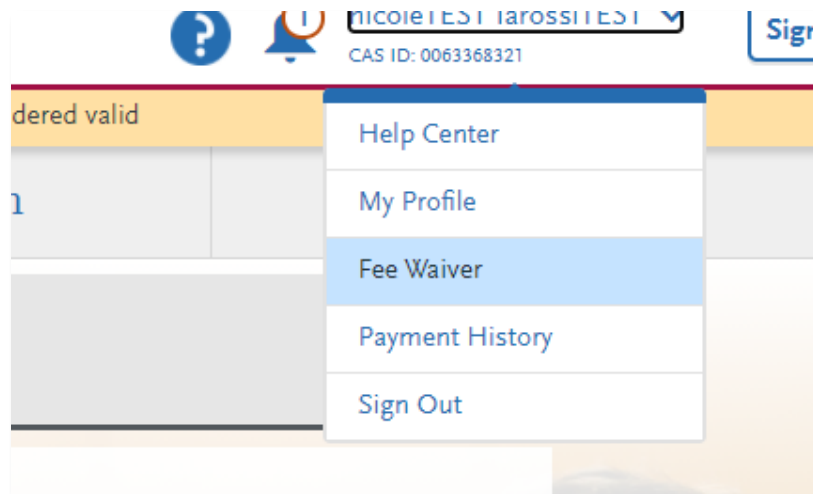
**A fee waiver request must be received and processed before you submit your application.**

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. If you receive a fee waiver, you may apply to a maximum of one (1) PharmCAS program for free. If you receive a waiver and choose to apply to more than one (1) PharmCAS program, you will be responsible for an incremental fee of \$55 for each additional designation. The PharmCAS fee waiver applies to the PharmCAS application fee only.

### FEE WAIVER INSTRUCTIONS

**Do not submit your application until PharmCAS approves or denies your fee waiver request.** If you submit your application prior to notification, PharmCAS will automatically deny your fee waiver request.

- On the application dashboard, click your name and select "Fee Waiver" from the list.



- Complete the required fields in the "Financial Income Fee Waiver Request" section.
- Upload an electronic copy of your most recent federal income tax return (1040, 1040A, 1040EZ) to PharmCAS. If you are claimed as a dependent on someone else's tax return, such as a parent or parents, submit that tax return instead.
- Click the Submit button.

### LOW-INCOME LEVELS

To qualify for a fee waiver, you must have filed or be claimed as a dependent on a 2020 Federal Income Tax Return Form 1040, 1040A, or 1040EZ with an adjusted gross income that falls below the Low-Income Level listed below. 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.

## 2021 LOW-INCOME LEVELS

Persons in Family or Household	Income Level	Persons in Family or Household	Income Level
1	\$25,760	6	\$71,160
2	\$34,840	7	\$80,240
3	\$43,920	8	\$89,320
4	\$53,000	For each additional person, add \$9,080	
5	\$62,080		

Adjusted gross income for calendar year 2020. Changes in your current year financial situations will not be considered.

## HOUSEHOLD SIZE

PharmCAS follows the Free Application for Federal Student Aid (FAFSA) rules for determining household size. If you are claimed as a dependent, view the FAFSA page to determine your [parents' household size](#). If you are not claimed as a dependent, view the FAFAS page to determine [your household size](#).

## WAIVER NOTIFICATION

Once you submit your fee waiver request, it can take up to 10 business days to process. The status of your request will be sent to both your email address and your application inbox. While your fee waiver request is pending, you are unable to submit your application. To submit your application and forfeit your waiver request, return to the **Fee Waiver** section and click **Cancel Request**. Once you submit your application, you are ineligible to apply for another fee waiver in the same application cycle.

## WAIVER APPROVAL

If your waiver is approved, \$175 will be automatically deducted from your total fees. You will be responsible for any remaining balance. Contact customer service immediately, if you do not see the waiver amount deducted.

## WAIVER EXPIRATION

Once you have received your waiver, you must apply it within 14 days (including holidays and weekends). If your waiver is not used within 14 days, you will forfeit the waiver and it will be given to another qualifying applicant.

## OTHER FEES

PharmCAS will notify your designated program(s) 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. If you received a fee waiver during a previous cycle, you may still apply for another in the next cycle.

## FEE WAIVER WAITLIST

If an applicant is deemed eligible for a fee waiver, but all available waivers have been issued, then the individual may be placed on the fee waiver waitlist for up to 14 days in case any unused (unclaimed) fee waivers become available for use. If an applicant wants to remain on the fee waiver waitlist, then the individual must NOT submit the PharmCAS application during the 14-day period. There is no guarantee that a fee waiver will become available to applicants on the fee waiver waitlist. Pharmacy schools are not required to issue individual deadline extensions to applicants.

Applicants may choose to notify their designated pharmacy schools about their fee waiver waitlist status; however, pharmacy schools are not required to offer financial support. Applicants must send all other fee waiver communication directly to PharmCAS Customer Service.

## COUPON CODES

Some programs provide coupons to offset the PharmCAS application fees. If you received a coupon code from your program, use the information below to apply it to your payment.

Coupon codes cannot be redeemed after an application has been submitted. Additionally, if you miss a program deadline because you are waiting to receive a coupon code, you must request a deadline extension directly from the program, and not PharmCAS.

## USING A COUPON CODE

You can apply your coupon code(s) when you are ready to submit your application.

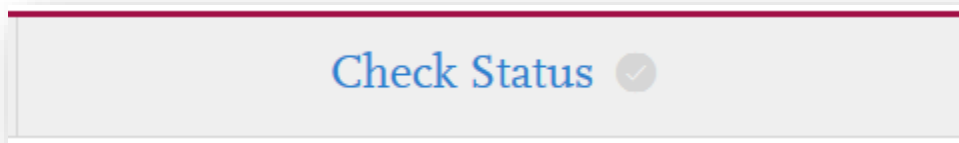
1. Click the **Submit Application** tab at the top of the application.
2. Click **Submit**, or to submit to more than one program, click **Submit All**.
3. On the payment page, enter the coupon code(s) you received from the program(s) under **Apply Coupon**.
4. Click the **Apply Coupon** button.
5. Complete the rest of the payment details pages.

Note the following:

- When a coupon code equals the total transaction amount, you do not need to enter additional payment information.
- When a coupon code is less than the total transaction amount, you will need to enter payment information for the additional balance.
- When a coupon code is more than the total transaction amount, you do not need to enter additional payment information. However, you will forfeit the remaining balance offered by the coupon code, as PharmCAS will not issue credits or carry remaining balances forward.
- Coupon codes cannot be applied to chargeback fees.

If you used a coupon code(s) when submitting to a program(s), the code(s) will be listed under **Payment History**.

## CHECK STATUS



To view the real-time progress of your application and materials, log in and select the Check Status tab at the top of the dashboard. You are responsible for monitoring the status of your application and the timely receipt of your documents, and for contacting PharmCAS promptly with any questions or concerns you have regarding your application status.

### PHARMCAS APPLICATION STATUSES

Below is a list of PharmCAS application statuses. Your status at each program may differ.

- **IN-PROGRESS:** You have created an application but have not yet submitted it to PharmCAS. Your programs have access to your name, email address, and PharmCAS ID number.
- **RECEIVED:** You have submitted your PharmCAS application, but PharmCAS has not yet received all required official transcripts or fee payment. Your programs can access your full application at this point for the sole purpose of helping with the next steps in the admissions process.
- **COMPLETE:** You have submitted your PharmCAS application, all required official transcripts, and fee payment to PharmCAS, and your file is in queue for verification. *You may still be missing other materials required by your programs, such as evaluations.* Your programs can access the full application at this point for the sole purpose of helping you with the next steps in the admissions process.
- **VERIFIED:** PharmCAS has processed and verified your complete application, including GPAs. *You may still be missing other materials required by your programs, such as evaluations.* Your programs have access to your full application and can now choose to evaluate your application, invite you to an interview, or make an admission decision.
- **UNDELIVERED:** PharmCAS has released your application back to you to fix errors or omissions in the "Transcript Entry" (Coursework) and/or "Colleges Attended" sections. You must make corrections to your application and resubmit it in order to continue processing. Your programs do *not* have electronic access to your application while it is in this status.
- **ON HOLD:** Applicants placed On Hold have encountered an issue with their application. This can include a duplicate or withdrawn application, a payment issue, a code of conduct issue, etc. Your programs do *not* have electronic access to your application while it is in this status.

## CHECK STATUS TAB

Click the “Check Status” tab to determine what materials have been received and if your application has been “verified.” *The Check Status icon does not change in color depending on status, so you must click and open the page to view the status of your materials.*

## TRANSCRIPT STATUS

If you are missing transcripts, but you have submitted to at least 1 program, your application status will show as “**Received.**”

The screenshot shows the 'Check Status' tab in the PharmCAS interface. At the top, there are navigation buttons: 'Add Program', 'Submit Application', and 'Check Status' (which is highlighted). Below the navigation bar, a header reads 'Review the status of your Programs.' The main content area is divided into two sections: 'Application Materials' and 'My Programs'.

**Application Materials:**

- Transcripts:** Shows 'Arrived 0 of 1' and 'Verifying' status with a checkmark icon.
- Evaluations:** Shows a progress bar with 'Requested', 'Accepted', and 'Completed' (with a checkmark icon).
- Standardized Tests:** Shows 'Received 2' with a checkmark icon.

**My Programs:**

- Colorado State University:** Shows a progress bar with 'Received', 'Awaiting Materials', and 'Verifying' (with a checkmark icon) status.

Once all of your transcripts have been received, your application will move from “Received” to “**Complete**” status at PharmCAS. Your transcript status will show as “Verifying” to indicate that your application is in queue to be verified. You may still be missing required materials for your selected programs, such as evaluations or test scores.

This screenshot shows the 'Check Status' tab after receiving transcripts. The layout is similar to the previous screenshot, but the status of the 'Transcripts' material has changed.

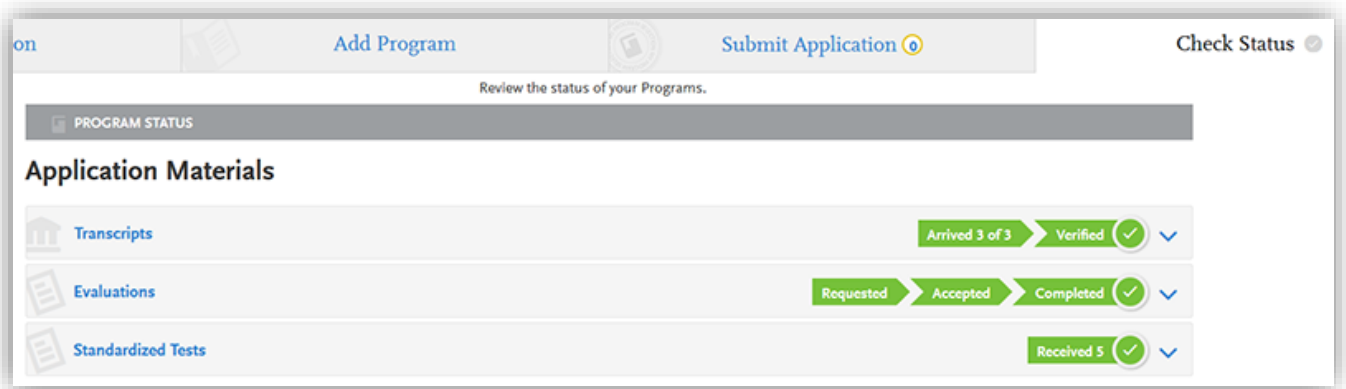
**Application Materials:**

- Transcripts:** Now shows 'Arrived 2 of 2' and 'Verifying' status with a checkmark icon.
- Evaluations:** Shows a progress bar with 'Requested', 'Accepted', and 'Completed' (with a checkmark icon).
- Standardized Tests:** Shows 'Received 1' with a checkmark icon.

**My Programs:**

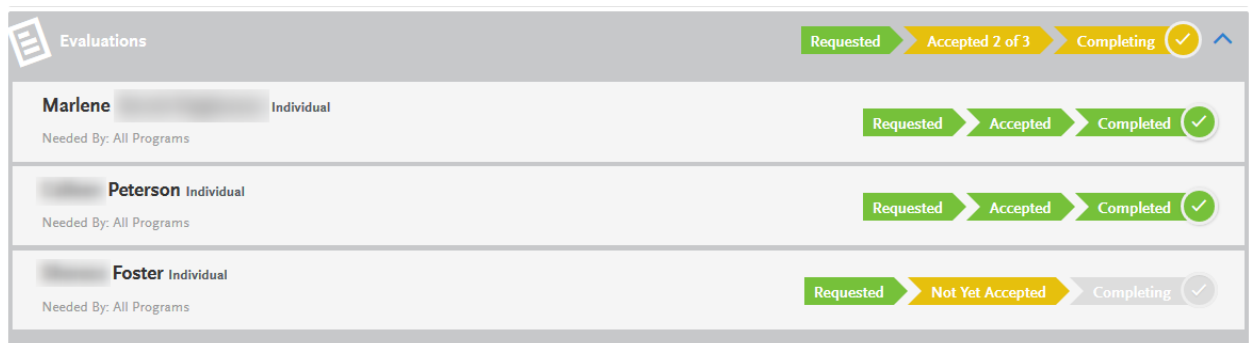
- Colorado State University:** Shows a progress bar with 'Received', 'Awaiting Materials', and 'Verifying' (with a checkmark icon) status.

Once PharmCAS has verified your application, which is done in the order that applications become complete, your status is “**Verified.**” This is the final status with PharmCAS:



## EVALUATIONS STATUS

The Check Status page also allows you to view the status of your evaluations:



## STANDARDIZED TESTS STATUS


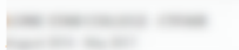
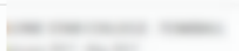
The Check Status page also allows you to view the status of PCAT and TOEFL scores submitted to PharmCAS:

### Overall Status



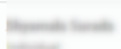
> Transcripts	Arrived
> Evaluations	Requested > Accepted > Completed
> Standardized Tests	Received 2

## Expanded View:

### Overall Status

Transcripts		Arrived
		Arrived
		Arrived
		Arrived

Evaluations		Requested > Accepted > Completed
	Needed By: All Programs	Completed
	Needed By: All Programs	Completed
	Needed By: All Programs	Completed

Standardized Tests		Received 2
PCAT	Taken on 08/26/17	Accepted on 08/21/2017
PCAT	Taken on 08/26/17	Accepted on 10/05/2017

## PROCESSING AND UPDATING YOUR FILE

### REQUIRED MATERIALS

PharmCAS will begin to process your application once the following materials are received:

- Completed PharmCAS application
- Sealed official transcripts from every U.S. and English Canadian college attended
- Correct PharmCAS application fee payment via credit card processed through the application

### SAVE YOUR APPLICATION AS A PDF

You can download and view your application in PDF format. From the application dashboard:

- Navigate to the Check Status tab and click the download button next to a program, or
- Navigate to the Submit Application tab and click the download button next to a program.

Once you download the application PDF, you can print it or save it on your computer.

### VERIFICATION OVERVIEW

**PharmCAS processing may take up to two 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 release your application to each of your designated pharmacy programs.

### OTHER MATERIALS REQUIRED BY PROGRAMS

Your selected programs may require additional materials, including supplemental applications or fees. You are responsible for submitting your application and *all* other related materials to ensure they are received by the program's deadline. Failure to submit all required materials required by your selected programs may jeopardize your eligibility for admission consideration. PharmCAS will not determine if you have met the minimum course requirements or are eligible for admission to a particular program. Please check the [School Directory](#) to view supplemental requirements.

### POST-SUBMISSION CHANGES

Review your application carefully before you submit. You generally cannot make corrections after your application is submitted. Only the following sections can be updated following submission:

- **Alternate Name**
- **Contact Information**
- **Password and Security Questions**
- **Add Programs:** No substitutions or deletions.
- **Colleges Attended:** Add new institutions attended.

- **Courses:** Add new coursework completed or planned at any time. One-time submission of new, planned, and completed courses in the Transcript Entry section during [Academic Update](#) only for new verification and updated GPA.
- **Evaluations:** New references only. No deletions once reference is received.
- **PCAT and TOEFL:** Add new [test](#) dates and scores at any time. Programs might not consider updated scores in the admissions process.
- **Experiences and Achievements:** New entries only. No deletions or revisions.

## CHANGING PROGRAM SELECTIONS AFTER SUBMISSION

- **Withdrawing Your Application.** If you wish to withdraw your application from 1 or more programs, contact the institution directly.
- **Substituting or Deleting Program Selections.** PharmCAS cannot substitute or delete program choices or refund application fees after you submit your application. If you wish to rescind your application to a particular program after you submit, contact the institution directly to remove your application from consideration.
- **Adding a New Program after Submission.** You may apply to additional programs after you submit your application, provided the application deadlines have not yet passed. To apply to additional programs, review the “Add Program” instructions.

## INTERVIEW NO-SHOW POLICY

Applicants, who decide to cancel an interview, must do so two business days prior to the scheduled interview. Cancellation notice must be reported to the school by 12:00 PM (local time zone of the school) two business days (48 hours) 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 two business days (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 your selected programs, stating “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. Programs can independently decide on what action they choose to take with this information.

## SHARING OF ADMISSION DECISIONS

On a dynamic basis, PharmCAS programs will receive reports regarding the number of offers of admission made and number of offers of admission accepted for those applicants

the program shares with another PharmCAS program. Your designated PharmCAS programs will know how many offers of admission you have received and how many offers of admission you have accepted at other PharmCAS programs. PharmCAS programs will not know how many applications you have submitted. They will also not know whether you were denied admission to another program or be informed of any other admission actions made by other PharmCAS 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 programs to which you have been offered admission. You should refer to the appropriate program page in the [School Directory](#) for instructions on deadlines, documents, and deposits that may be required to formally accept an offer of admission. Contact your selected program(s) directly for questions.

## **NOTICE TO APPLICANTS OFFERED ADMISSION**

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

## **WAITLIST POLICY**

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

## CRIMINAL BACKGROUND CHECKS

PharmCAS offers a centralized background check process for accepted applicants. The purpose of the process is, in part, to ascertain the ability of a student to meet the requirements of clinical education sites and become licensed pharmacists. Each program participating in PharmCAS chooses whether to use the background check vendor, Certiphi Screening Inc.

**Not all programs conduct a background check process through PharmCAS.**

To see which PharmCAS programs use the Certiphi Screening Centralized Criminal Background Check Program, please refer to the [PharmCAS School Directory](#).

### BACKGROUND CHECK DESCRIPTION

Below is a description of each check conducted by AACP's selected vendor, Certiphi Screening, in support of the AACP centralized criminal background check solution.

#### **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, healthcare providers, patients, and others relating to

parties excluded from participation in the Medicare, Medicaid, and all Federal healthcare 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.

### **OVERVIEW**

Upon your initial, conditional acceptance by a participating program, Certiphi Screening, Inc. sends 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 serves for all programs. You will not be asked to provide consent upon receiving additional, conditional acceptance offers by participating programs. **You will be charged a \$72.70 fee by Certiphi Screening, Inc.**

### **NOTIFICATION AND APPLICANT REVIEW**

Once you provide consent, Certiphi procures a national background check on you. Once the report is complete, Certiphi sends an email requesting that you review the report prior to its distribution. Upon receiving this email:

- You have ten (10) calendar days from the date the email was sent to review your report prior to the report being made available to the participating programs. If you do not review this report, the report will be distributed after this period elapses.
- You are provided with an opportunity to contest the accuracy of the contents of the report within the specified ten (10) calendar day period. The report is not released to the participating programs until any potential inaccuracies have been resolved.

Once you review and release the report, or after the specified ten (10) calendar day period has elapsed, without contest, the report will be made available to the participating program who offered an acceptance and initiated the request for this report.

### **PRIVACY**

The report is not released to any party other than the programs requesting this report. Please note that the requesting program will be notified if consent is not provided, and that failure to provide consent may result in failing to meet the requesting program's admissions requirements. Many programs not participating in our service may also require applicants to

undergo a separate national background check process. Contact your designated programs directly for specific policies.

## **ABOUT BACKGROUND CHECKS FOR PHARMACY**

Most programs require a criminal background check as a condition of acceptance. Failure to disclose and provide accurate information about prior convictions may have serious consequences, such as rescinding of acceptance offers, program dismissal, or other sanctions.

Background checks reflect all prior convictions, guilty pleas, city ordinance citations (such as public intoxication), illegal possession(s) including possession of alcohol under the legal age, payments of fines (including traffic violations), and in some cases, prior records thought to have been expunged. Note that in some states, common traffic violations may be considered misdemeanors.

Candidates with criminal records due to felony offenses are encouraged to be aware of the potential impact for program acceptance and future licensure. Contact the programs you wish to apply to and state licensing agencies where you hope to practice for advice if you have a felony conviction or a criminal record. If you are uncertain of the status of a charge versus a conviction on your record, or if you are uncertain as to whether your offense was an infraction, misdemeanor, or a felony, contact the city, county, or state jurisdiction where the incident occurred.

Pharmacy 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 programs directly for specific policies.

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

- Arrests for misdemeanors and felonies
- Adjudication withheld
- Nolo contendere
- Plea bargain

If you are convicted of a misdemeanor or felony prior to matriculation, it is your responsibility to IMMEDIATELY inform your program(s).

Contact the National Association of Boards of Pharmacy (NABP) to determine if a criminal 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: 847-375-1114, <https://nabp.pharmacy/>.

The PharmCAS application limits its collection of applicant criminal history to information regarding felony and misdemeanor convictions. The application does not request information regarding arrests, criminal charges that were dismissed or were disposed of other than through conviction (for example, through pretrial diversion), or criminal matters that have been expunged or sealed. Laws regarding the ability to request and consider such information in connection with an application for higher education or in an application for professional licensing vary from state to state. In some jurisdictions, a

pharmacy school or ultimately a state licensing board may be authorized to and may request and consider criminal history information beyond that collected through the PharmCAS application. Such information could also appear on certain criminal background checks. Applicants with any criminal history, including arrests or charges that were resolved other than via a conviction, are encouraged to independently determine whether those matters may appear in a criminal background check or may be considered by a pharmacy school or licensing board to which they intend to apply and whether they may present a barrier to acceptance or ultimate licensure.

Please note that PharmCAS does not provide legal advice regarding these matters.

## DRUG SCREENING

AACP recommends that all U.S. 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) procures a drug screening report on applicants at the point of acceptance. AACP initiated this service in order to recognize the desire of programs to procure appropriate drug screen reports, and to prevent applicants from paying additional fees at each 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 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 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 programs offering acceptance.

### DRUG SCREENING PROCESS

Upon your initial, conditional acceptance by a participating program, Certiphi Screening, Inc. sends an email to the preferred email address you entered on the PharmCAS application. This email provides 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 programs, and you will not be asked to provide consent upon receiving additional, conditional acceptance offers by participating programs.

Once you have provided payment, Certiphi will provide additional instructions on available drug screening collection facilities to be used for specimen collection. Upon report completion, Certiphi 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 program(s).

### PRIVACY

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

To see which PharmCAS schools use the Certiphi Screening Centralized Drug Screening Program, please refer to the [PharmCAS School Directory](#).

## 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 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 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 program is available only to that 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 programs and appropriate pre-health professions advisors. PharmCAS will only discuss an application with the applicant and the applicant's designated programs. Staff will not discuss an application with a parent, spouse, relative, friend, or employer.

### INSTITUTIONAL RESPONSIBILITY TO PROTECT APPLICANT DATA

Once a school retrieves applicant data from PharmCAS via WebAdMIT and uses that data outside of the admissions process and PharmCAS systems, then the institution becomes solely responsible for managing its own privacy policies and procedures to protect the data. Once an applicant is enrolled, the PharmCAS ID number and any other PharmCAS data pulled into a student's record at the institution may also be subject to FERPA protections. To protect all parties, colleges and schools are advised to seek explicit and written permission from their enrolled students to share their PharmCAS ID numbers with any outside entities, as well as create a mechanism for students to opt out.

## 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 to 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 website (such as a 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 is as safe as possible. PharmCAS protects the privacy of your credit card information, name, address, email 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, log out 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 (ACPE), 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 Master's 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 programs directly for PharmCAS-related inquiries. Thank you.**

American Association of Colleges of Pharmacy

<https://www.aacp.org/>

## APPENDIX A

### PharmCAS Terms and Conditions

(as of 6/2/2021)

#### Terms of Use

These Terms of Use constitute an agreement ("Agreement") between you and Liaison International, Inc. (the "Company"), the owner of the website located at [www.liaison-intl.com](http://www.liaison-intl.com) (the "Site"). Your use of the Site and/or the services provided on the Site (the "Services") constitutes your agreement, without limitation or qualification, to be bound by and to comply with the terms of this Agreement. This Agreement will continue until terminated by either party, or modified or amended as set forth herein.

If you elect to use certain Services on the Site, you may be asked to agree to certain terms that are specific to such Services (the "Service Terms"). To the extent of any conflict between such Service Terms and this Agreement, such Service Terms shall govern.

#### Use of Site

You represent and warrant that you possess the legal right and ability to enter into this Agreement. You agree not to use the Site for any unlawful or abusive purpose or in any way which interferes with our ability to provide Site and/or any Services to our customers, or damages our property. Without limiting the foregoing, you agree not to:

- Use any robot, spider, scraper or other automatic device, process or means to access the Site for any purpose without our express written permission;
- Take any action that imposes or may impose (in our sole discretion) an unreasonable or disproportionately large load on our infrastructure;
- Implement any manual processes to monitor or copy content from the Site without our express written permission;
- Utilize any device, software or routine that will interfere or attempt to interfere with the functionality of the Site;
- Interfere with another person's use and enjoyment of the Site;
- Use the Site for chain letters, junk mail, spamming, or use of distribution lists;
- Interfere with or damage the Site, including without limitation through the use of viruses, cancel bots, Trojan horses, harmful code, flood pings, denial-of-service attacks, packet or IP spoofing, forged routing or electronic mail address information or similar methods or technology, including methods that in any way reproduce or circumvent the navigational structure or presentation of the Site; or
- Disrupt, interfere with, or otherwise harm or violate the security of the Site, or any services, system resources, accounts, passwords, servers or networks connected to or accessible through the Site, or affiliated or linked sites.

#### NO WARRANTIES

THE MATERIALS AND CONTENT CONTAINED IN THE SITE ARE PROVIDED "AS IS." THE COMPANY, through and together with its directors, managers, officers, stockholders, members, agents, representatives, employees and affiliated entities (collectively, the "COMPANY Affiliates" and each, a "COMPANY Affiliate") MAKE NO WARRANTIES REGARDING THE MATERIALS, CONTENT OR SERVICES WHATSOEVER AND DISCLAIM ANY AND ALL EXPRESS OR IMPLIED WARRANTIES OF ANY

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Some jurisdictions do not allow the disclaimer of implied warranties. In such jurisdictions, the foregoing disclaimers may not apply to you insofar as they relate to implied warranties.

#### LIMITATION OF LIABILITY

IN NO EVENT SHALL ANY COMPANY AFFILIATE BE LIABLE FOR ANY DAMAGES, INCLUDING BUT NOT LIMITED TO DIRECT, COMPENSATORY, INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, EXEMPLARY OR PUNITIVE DAMAGES (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF PROFITS, BUSINESS INTERRUPTION, LOSS OF INFORMATION REGARDLESS OF WHETHER ANY COMPANY AFFILIATE HAS BEEN INFORMED OF THE LIKELIHOOD OF SUCH DAMAGES) ARISING OUT OF OR RELATING TO THIS SITE OR THE PROVISION OF SERVICES BY THE COMPANY.

YOU AND THE COMPANY AGREE THAT THIS SECTION, "LIMITATION OF LIABILITY", IS AN AGREED ALLOCATION OF RISK BETWEEN YOU AND THE COMPANY. YOU ACKNOWLEDGE THAT, ABSENT YOUR AGREEMENT TO THIS LIMITATION OF LIABILITY, THE COMPANY WOULD NOT PROVIDE THE SITE OR SERVICES TO YOU.

THIS LIMITATION OF LIABILITY SHALL APPLY TO THE FULLEST EXTENT PERMITTED BY LAW AND SHALL SURVIVE TERMINATION OF THIS AGREEMENT.

#### INDEMNITY

YOU AGREE TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE COMPANY AFFILIATES, FROM AND AGAINST ANY AND ALL CLAIMS, EXPENSES OR DAMAGES (INCLUDING ATTORNEYS' FEES), WHETHER KNOWN OR UNKNOWN, ARISING FROM, INCURRED AS A RESULT OF, OR IN ANY MANNER RELATED TO (A) YOUR USE OF THE SERVICES OR THE SITE, OR (B) YOUR PROMISES OR STATEMENTS MADE IN THIS AGREEMENT. YOU HEREBY AGREE TO WAIVE (TO THE EXTENT PERMISSIBLE) ALL LAWS THAT MAY LIMIT THE EFFECTIVENESS OF THE FOREGOING RELEASES. NOTWITHSTANDING THE FOREGOING, YOU SHALL NOT BE LIABLE FOR CLAIMS, EXPENSES OR DAMAGES ARISING FROM THE INTENTIONAL OR GROSSLY NEGLIGENT ACTS OF ANY COMPANY AFFILIATES. THIS INDEMNIFICATION SHALL APPLY TO THE FULLEST EXTENT PERMITTED BY LAW AND SHALL SURVIVE TERMINATION OF THIS AGREEMENT.

#### Ownership of the Site and Content

This Site, and all information, materials and content available on the Site, including without limitation any trademarks, logos, service marks, trade dress, text, and graphics (collectively the "Content"), is the property of the Company and/or certain third-parties. Nothing contained on the Site should be construed as granting, by implication or otherwise, any license or right to use any of the Content without the written permission of the party that owns the Content, whether it be the Company or a third party.

#### Links to Other Materials

The sites linked to the Site, if any, are not necessarily under the control of the Company and the Company is not responsible for the content of any linked site. Any links included in the Site have been selected by the Company for your convenience. The selection or omission of links is not

intended to endorse any particular companies or products. If you decide to access any of the third party sites linked to the Site, you do so entirely at your own risk.

#### Governing Law; Jurisdiction and Venue

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts, excluding that body of law applicable to conflicts of law. You agree that any suit, action or proceeding arising out of or relating to this Agreement shall be instituted only in a Massachusetts state or federal court sitting in Boston, Massachusetts, United States of America. You hereby waive any objection you may have now or hereafter to the laying of the venue of any such suit, action or proceeding, and irrevocably submit to the jurisdiction of any such court in any such suit, action or proceeding.

#### Privacy

Our Privacy Policy explains how we collect, use and disclose information that pertains to your privacy. The Privacy Policy forms part of our agreement with you and is incorporated in this Agreement by reference. For full details, please refer to our [Privacy Policy](#).

#### General Information

We may change or modify this Agreement from time to time. You can review the most current version of this Agreement at any time at the Site. Your continued use of the Site or any Services after the Agreement has been changed and posted to the Site constitutes your acceptance of the modified Agreement. We may assign all or part of our rights or duties under this Agreement in connection with a sale of all or substantially all the assets of the Company to a third party. You may not assign this Agreement without our prior written consent. If any part of this Agreement is held invalid or unenforceable, that portion shall be construed to reflect the parties' original intent, and the remaining portions shall remain in full force and effect. This Agreement, together with the Service Terms and the Privacy Policy, constitutes the entire agreement between the Company and you with respect to your use of the Site and the Services, and it supersedes all prior or contemporaneous communications and proposals between the Company and you with respect thereto. Any failure by the Company to exercise or enforce any right or provision of this Agreement shall not constitute a waiver of such right or provision.