



# Application Instructions

## FOR FALL 2018 ENROLLMENT

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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 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, BS of Pharmacy degree graduates, and current student pharmacists who wish to transfer to another pharmacy degree program should contact institutions directly for instructions.

### PharmCAS Contact Information

**Check your application status on-line! To view the real-time progress of your file, login to your PharmCAS application and 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 on-line, reviewed your email account for any PharmCAS messages, and read the Frequently Asked Questions section. Note: PharmCAS processing may take up to five weeks after your application, transcripts, and payment is received.

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

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

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

**info@pharmcas.org**

### PharmCAS MAILING ADDRESS - OVERNIGHT AND EXPRESS (not recommended)

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

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

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

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

## **Applicant Responsibilities**

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

PharmCAS applicants will:

- Be responsible for **learning the application procedures** and admission prerequisites of each designated pharmacy program.
- **Arrange for official transcripts from all U.S. postsecondary institutions attended to arrive at the PharmCAS office by the school's application deadline.**
- **Use the PharmCAS Transcript Request Form to arrange for all official U.S. transcripts to be sent to PharmCAS.**
- Provide **ALL** required information on the PharmCAS application accurately and in a timely manner.
- Abide by the PharmCAS program's application deadline.
- PharmCAS **only** accepts foreign transcript evaluations from WES. You can request electronic WES evaluations directly through the application. Click **WES Evaluations Request** after listing your foreign school in the Colleges Attended section. This will take you to the WES website to complete a request, and once WES completes your evaluation, they will send it to PharmCAS electronically. Please note that PharmCAS will still accept paper WES evals sent to us via mail directly from WES.
- **Respond immediately to ALL notices and questions received from PharmCAS** and each program to which they apply (Applicants are responsible for checking their personal email and PharmCAS accounts for these important notices and questions!).
- **Print** a copy of the completed PharmCAS application before e-submitting the form to PharmCAS.
- Agree to submit the correct PharmCAS application **fee** and any additional program supplemental fees that may be required on time.
- Go to the Submit Application tab and click **Pay for My Programs**. Payments can only be made in the application via a credit card.
- 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 programs, either to accept or to decline interview invitations and offers of admission.
- Provide proper interview cancellation notice to programs according to the Interview No-Show Policy.
- Notify programs of any violation or institutional action (i.e. academic sanction, etc.) that occurs after an applicant e-submits their PharmCAS application.
- **Check application status online** by logging onto the PharmCAS web application.

- Contact Pharm.D. programs directly regarding questions about admission decisions, institution-specific admissions criteria, and other program-specific information.
- **Log off** the PharmCAS web application after the completion of each entry or review session to protect against unauthorized access of application information submitted to the Service.
- Over the course of the application cycles until 2019-2020, schools will be voluntarily implementing the [ACCP Cooperative Admissions Guidelines](#). Please note not all schools will be participating in 2017-2018.

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

**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 admissions 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.
- **Promptly** notify PharmCAS of any change in contact information before June 1.
  - **Promptly** notify all designated Pharm.D. programs of any change in contact information after June 1.

## **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.

## 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 e-mail or voice mail messages or any other form of verbal or nonverbal communication will not be tolerated. Inappropriate behavior includes the use of language, gestures, or remarks with sexual overtones. Applicants should maintain a neat and clean appearance, and dress in attire that is generally accepted as professional by faculty and staff during their interview and when meeting with anyone to discuss admission to a professional pharmacy program.

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

Applicants to a professional pharmacy degree program 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.

## **Violation Policy**

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

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

*PharmCAS Instructions for the Fall 2018 Entering Class*

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.

## PharmCAS School List

The following pharmacy programs are participating in PharmCAS for fall 2018 enrollment. If you wish to apply to the first professional pharmacy (Pharm.D.) degree program at any of these institutions, you must apply through PharmCAS. For a school's contact information, please visit the School Directory on the [PharmCAS web site](#).

Albany College of Pharmacy – Albany, NY  
Albany College of Pharmacy – Colchester, VT  
Appalachian College of Pharmacy  
Arkansas, University of  
Auburn University  
Belmont University  
Binghamton University – SUNY  
Buffalo - SUNY, University at  
Butler University  
California Health Sciences University  
California - San Diego, University of  
California - San Francisco, University of  
California Northstate University  
Campbell University  
Cedarville University  
Chapman University  
Charleston, University of  
Chicago State University  
Cincinnati, University of  
Colorado, University of  
Concordia University Wisconsin  
Connecticut, University of  
Creighton University  
Drake University  
D'Youville College  
East Tennessee State University  
Fairleigh Dickinson University  
Ferris State University  
Findlay, The University of  
Florida, University of  
Georgia, The University of  
Harding University  
Hawaii-Hilo, The University of  
High Point University  
Houston, University of  
Howard University  
Husson University  
Illinois at Chicago, University of  
Incarnate Word, University of the  
Iowa, The University of  
Keck Graduate Institute  
Kentucky, University of  
LECOM – Brandenton  
LECOM – Distance Education Pathway  
LECOM – Erie  
Larkin Health Sciences Institute  
Lipscomb University  
Loma Linda University  
Long Island University  
Louisiana Monroe, The University of  
Manchester University  
Marshall B. Ketchum University  
Marshall University

Maryland, University of  
Maryland Eastern Shore, University of  
MCPHS – Boston  
MCPHS – Manchester  
MCPHS – Worcester  
Medical College of Wisconsin  
Medical University of South Carolina  
Mercer University  
Michigan, University of  
Midwestern University – Downers Grove  
Midwestern University – Glendale  
Minnesota, University of  
Mississippi, The University of  
Missouri - Kansas City, University of  
Montana, University of  
Nebraska, University of  
New England, University of  
New Mexico, The University of  
North Carolina at Chapel Hill, The University of  
North Texas, University of  
Northeast Ohio Medical University (NEOMED)  
Northeastern University  
Notre Dame of Maryland University  
Nova Southeastern University  
The Ohio State University  
Oklahoma, The University of  
Oregon State University  
Pacific, University of the (CA)  
University of the Pacific (CA) - Pre-Pharmacy  
Advantage Program  
Pacific University Oregon  
Palm Beach Atlantic University  
Philadelphia College of Osteopathic Medicine  
Pittsburgh, University of  
Presbyterian College  
Puerto Rico, University of  
Purdue University  
Regis University  
Roosevelt University  
Rosalind Franklin University  
Roseman University of Health Sciences  
Saint Joseph, University of  
Samford University  
Shenandoah University  
South Carolina, University of  
South College – TN  
South Florida, University of  
South University – GA  
South University – SC  
Southern California, University of  
Southern Illinois University Edwardsville  
St. John Fisher College  
St. Louis College of Pharmacy

*PharmCAS Instructions for the Fall 2018 Entering Class*

Sullivan University  
Temple University  
Tennessee, The University of  
Texas A&M Health Science Center  
Texas at Austin, The University of  
Texas at El Paso, The University of  
Texas at Tyler, The University of  
Texas Southern University  
Texas Tech University  
Thomas Jefferson University  
Toledo, The University of  
Touro College – NY  
Touro University – CA  
Union University  
Utah, The University of

University of the Sciences in Philadelphia  
Virginia Commonwealth University  
Washington, University of  
Washington State University  
Wayne State University  
West Coast University  
West Virginia University  
Western University of Health Sciences  
Western New England University  
Wingate University – Hendersonville, NC  
Wingate University – Wingate, NC  
Wisconsin - Madison, University of  
Wyoming, University of  
Xavier University

## 2017-2018 Application Cycle

### Below are important dates and general deadlines for PharmCAS.

May 19, 2017	- Regular registration deadline for July PCAT examinations.
July 10, 2017	- Regular registration deadline for Sept PCAT examinations.
Mid-July	- PharmCAS launches 2017-2018 application
July 18-19, 2017	- July PCAT examination dates
September 5, 2017	- Early Decision deadline for applicants
September 7-8, 2017	- September PCAT examination dates
October 6, 2017	- Regular registration deadline for October/November PCAT examinations.
October 20, 2017	- Deadline for Early Decision Pharm.D. programs to report admission decisions
October 23-31, 2017	- October/November PCAT examination dates
Nov 1-3, 2017	
November 1, 2017	- 1st Regular institutional application deadline
November 3, 2017	- Regular registration deadline for January PCAT examinations.
December 1, 2017	- 2nd Regular institutional application deadline
December 15, 2017	- Fall Academic Update window opens
January 5, 2018	- 3rd Regular institutional application deadline
January 3-4, 2018	- January PCAT examination dates
February 1, 2018	- 4th Regular institutional application deadline
February 15, 2018	- Fall Academic Update closes
Prior to March 1:	<p>- Over the course of the application cycles until 2019-2020, schools will be voluntarily implementing the <a href="#">AACP Cooperative Admissions Guidelines</a>. <b>Please note not all schools will be participating in 2017-2018.</b></p> <p>- 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.</p> <p>- You may choose to hold multiple acceptances until March 1.</p> <p>- When a school or college extends an offer of admission prior to March 1, a maximum \$200 holding deposit may be required.</p> <p>- Schools and colleges may <b>not</b> require a second deposit prior to March 1. After March 1 they will set the dollar value for the second deposit, if applicable.</p>
March 1, 2018	- 5th Regular institutional application deadline
After March 1:	<p>- Over the course of the application cycles until 2019-2020, schools will be voluntarily implementing the <a href="#">AACP Cooperative Admissions Guidelines</a>. <b>Please note not all schools will be participating in 2017-2018.</b></p>

- After March 1, you may hold only a single acceptance.
  - If you have accepted an admissions 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.
- April 17, 2018 - Spring Academic Update window opens
- May 18, 2018 - Last date for creating a new PharmCAS application
- June 1, 2018 - PharmCAS no longer accepts changes or materials for fall 2018 enrollment. PharmCAS 2017-2018 application cycle is closed.
- June 28, 2018 - Spring Academic Update closes

## **Technical Requirements**

### **BROWSER REQUIREMENTS**

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

\* Internet Access

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

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

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

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

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

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

### **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.

### **E-MAIL**

At times PharmCAS will use a bulk e-mail process to contact applicants. Some email providers use filters to prevent users from receiving "spam" (unsolicited, junk email). In

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

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

**Please make a note of the following:**

- **The PharmCAS institutional deadline indicates the date you must submit your web application and official transcripts to PharmCAS. This is NOT the deadline by which your verified application must arrive at your designated programs.**
- Allow up to 5 weeks for PharmCAS to process and verify your application once your application and transcripts are received.
- Your pharmacy 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.**

## **Repeat Applicants**

For the 2017-2018 application cycle, all applicants, including those who previously applied during the 2016-2017 application cycle will need to create a new application and send in all required documents. PharmCAS is using a new technology platform for the 2017-2018 cycle and it was not possible to move data from the previous application.

## **Equal Opportunity Statement**

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

## CHECKLIST FOR APPLICANTS

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

- Read ALL PharmCAS instructions carefully.
- If you wish, you may print your copy of the PharmCAS Application Instructions, or save the PDF file to your computer.
- Create your PharmCAS login account immediately to obtain your PharmCAS ID number.
- Use the "[PharmCAS Transcript Request Form](#)" to arrange for **ALL of your OFFICIAL transcripts from regionally accredited U.S. institutions to be received at the PharmCAS office by the application deadline!** If you do not submit the transcript request form with each transcript, your application file may be delayed in processing.
- Enter **ALL** of your U.S. coursework on your application using personal copies of your transcripts. Do not enter foreign courses.
- Arrange for your PCAT and TOEFL test scores to be sent directly to PharmCAS, if required by your designated Pharm.D. programs. **PharmCAS will match your PCAT scores to your application based on your PCAT CID. You MUST report your PCAT CID on your PharmCAS application.** Applicants who have PCAT scores and do not report a PCAT CID must contact PharmCAS at 617-612-2050.
- Contact your references to make them aware that you will be sending them an electronic reference from PharmCAS.
- Arrange for letters of reference to be electronically submitted to PharmCAS.
- Submit the correct PharmCAS fee to the service by the Pharm.D. program deadline. Payments can only be made in the application via a credit card. We accept Visa, Mastercard, American Express, and Discover. PharmCAS does not accept money orders, check or cash payments.
- Review your application for accuracy. **You cannot edit your application once it is e-submitted.**
- Print or save your completed application for your personal records.
- Arrange for your summer and fall 2017 transcripts to be sent to PharmCAS as soon as they are available. Update your coursework during the Fall Academic Update.
- Check your email for important messages from PharmCAS. Periodically check your e-mail spam folder.
- Login to your application frequently to check the status of your application and to check for any messages that may not have been delivered to your e-mail.

### PHARM.D. PROGRAM ADMISSION CHECKLIST

Visit the School Directory Pages for Pharm.D. program-specific instructions and requirements. **IF REQUIRED BY THE PHARM.D. PROGRAM,** you must

- Submit a supplemental application and fee directly to the Pharm.D. program by the deadline.
- Arrange for AP, IB, and other test scores to be sent directly to the Pharm.D. program.
- Arrange for letters of reference to be electronically submitted to PharmCAS (or sent directly to the pharmacy school, as per each pharmacy school's instructions.)



- ❑ PharmCAS **only** accepts foreign transcript evaluations from WES. You can request electronic WES evaluations directly through the application. Click **WES Evaluations Request** after listing your foreign school in the Colleges Attended section. This will take you to the WES website to complete a request, and once WES completes your evaluation, they will send it to PharmCAS electronically. Please note that PharmCAS will still accept paper WES evals sent to us via mail directly from WES.

## PharmCAS APPLICATION QUESTIONS

When creating an account, consider the following:

- Create only one account per application cycle to avoid processing delays and difficulties. Duplicate accounts and any documents associated with those accounts are deleted.
- For your own security, do not share your password or account information with anyone.
- Usernames and passwords are case-sensitive.

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

### APPLICANT ACCOUNT INFORMATION

#### YOUR NAME

##### Title

(i.e., Miss, Mr., etc.) This is an option 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

This is how you want your name to display to you when you log into the application. Schools cannot see the display name. This is an optional field.

### CONTACT INFORMATION

#### Email Address\*

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

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

Add the email addresses [info@pharmacas.org](mailto:info@pharmacas.org), [noreply@pharmacas.org](mailto:noreply@pharmacas.org), [donotreply@webadmit.org](mailto:donotreply@webadmit.org), [conduct@aacp.org](mailto:conduct@aacp.org), and anything from the [\\*@sendgrid.me](http://sendgrid.me) domain to your contacts to prevent messages from being delivered to spam.

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

### **Preferred Phone Number\*, Alternate Phone Number**

Use this item to provide the phone number where you can receive calls and/or messages reliably. If your phone number changes, login to your PharmCAS account and edit your information on-line. After June 1, submit phone number changes directly to your designated Pharm.D. programs. Use the xxx-xxx-xxxx format and select the type of phone (i.e. home, cell, work, school).

### **Username, Password**

Your username must be at least 6 characters. Your password must be a minimum of 8 characters and contain at least one letter and one number or special character. You may also select and answer a security question in case you forget your login information.

### **Terms and Conditions\***

You must agree to the following:

#### 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 KIND, INCLUDING ANY WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT OF INTELLECTUAL PROPERTY, FITNESS FOR A PARTICULAR PURPOSE, OR WARRANTIES ARISING BY COURSE OF DEALING OR CUSTOM OR TRADE. THIS PARAGRAPH SHALL SURVIVE TERMINATION OF THIS AGREEMENT.

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 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.

## **PHARM.D. DESIGNATIONS**

### **Before Selecting a PharmCAS Program**

**Check the program's deadline requirements.** Consult the Participating Programs and Deadlines section for an overview of all program deadlines to ensure you have enough time to apply. Remember, submitting your application alone does not make it complete;

your transcripts and payments must also be received. Once your application is complete, it can take up to 4 weeks to be verified.

**Confirm your eligibility.** Use the [Pharm.D. School Directory](#) to research the program's requirements and/or prerequisites and determine if you are eligible to apply. Contact the program directly if you have any questions regarding your eligibility. We do not verify prerequisites and requirements so it is your responsibility to ensure you are eligible.

**Confirm that the program still has seats available.** Some programs fill their classes prior to their posted deadline, even if they do not specifically state they offer rolling admissions. We strongly encourage all applicants to contact the programs to which they are applying and ensure seats are still available BEFORE submitting their application. We cannot offer refunds if a school you selected has already filled its class, nor can we transfer the payment to another program.

### **Selecting PharmCAS Programs**

1. Click **Add Program** at the top of the page.
2. Use the filters to locate the programs you are interested in.
3. Click the plus sign next to a program to add it to your program list. You must select at least one program to continue the application. If you want to remove a program and only have one selected, you need to add the second program before you can remove the first one.
4. Continue adding programs as needed.
5. Begin filling out the application. Before submitting, be sure to review your program list to make sure you are applying to all your intended schools.

Once you submit your application, you are committing to applying to your selected programs. You cannot substitute or remove submitted programs after submissions and we do not offer refunds for selections made in error or transfer payments to another program.

### **Pharmacy Schools with No Current ACPE Status**

The Accreditation Council for Pharmacy Education (ACPE) is the national agency for the accreditation of professional degree programs in pharmacy and providers of continuing pharmacy education. Accreditation is the public recognition accorded a professional program that is judged to meet established qualifications and educational standards through initial and subsequent periodic evaluations. The essential purpose of the accreditation process is to provide a professional judgment of the quality of a professional pharmacy degree program and to encourage continued improvement thereof. Recognizing that the degree program you have applied to has no ACPE status to date, and keeping your admissions interests in mind, **you are required to apply to at least one other institution that has ACPE status.**

### **EARLY DECISION - SEPTEMBER 5, 2017**

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

The Early Decision application deadline is September 5, 2017. In addition to completing the PharmCAS application, you must arrange for PharmCAS to receive all of your official

transcripts and fee by September 5. If your application, transcripts, or fee arrive after the deadline, PharmCAS will automatically change your file from early decision status to regular status.

You may be offered early admission, denied admission, or deferred to regular applicant status. **If you are offered admission as an Early Decision applicant, you are obligated to accept the offer and you will not be permitted to apply to other PharmCAS Pharm.D. programs during the current admission cycle.** If, however, you are denied admission as an Early Decision applicant, you may apply to other Pharm.D. programs for an additional fee. Refer to the PharmCAS application fee schedule to determine the cost to apply to each additional program. Pharm.D. programs will make admission decisions on early decision applicants by October 20, 2017.

On rare occasions, there may be extenuating circumstances that could affect an applicant's ability to accept an Early Decision offer and/or enroll in a Pharm.D. program. Please contact the pharmacy institution directly if a situation arises.

### **EARLY DECISION INSTITUTIONS FOR 2018 ENROLLMENT**

Albany College of Pharmacy - Albany, NY	Northeastern University
Albany College of Pharmacy - Colchester, VT	Notre Dame of Maryland University
Appalachian College of Pharmacy	Nova Southeastern University
Auburn University	Oregon State University
Belmont University	Pacific University Oregon
Binghamton University - SUNY	Palm Beach Atlantic University
California Health Sciences University	Philadelphia College of Osteopathic Medicine (PCOM)
California Northstate University	Presbyterian College
Campbell University	Regis University
Cedarville University	Roosevelt University
Chapman University	Rosalind Franklin University of Medicine and Science
Chicago State University	Roseman University of Health Sciences
Concordia University Wisconsin	Samford University
Creighton University	Shenandoah University
Drake University	South College (TN)
D'Youville College	South University (GA)
East Tennessee State University	South University (SC)
Fairleigh Dickinson University	Southern Illinois University Edwardsville
Ferris State University	St. John Fisher College
Harding University	Sullivan University
High Point University	Temple University
Howard University	Texas A&M University
Husson University	Texas Southern University
Keck Graduate Institute	Texas Tech University Health Sciences Center
LECOM - Bradenton Campus	The Ohio State University
LECOM - Distance Education Pathway	The University of Hawaii at Hilo
LECOM - Erie Campus	The University of Louisiana Monroe
Larkin University	The University of New Mexico
Lipscomb University	The University of Tennessee
Long Island University	The University of Texas at Austin
Manchester University	The University of Texas at Tyler
Marshall B. Ketchum University	Thomas Jefferson University
Marshall University	Touro College (NY)
Medical University of South Carolina	Union University
Mercer University	University at Buffalo – SUNY
Midwestern University - Chicago Campus	University of Arkansas for Medical Sciences
Midwestern University - Glendale Campus	
Northeast Ohio Medical University (NEOMED)	

University of Charleston  
University of Cincinnati  
University of Colorado  
University of Florida  
University of Houston  
University of Illinois - Chicago  
University of Iowa  
University of Kentucky  
University of Maryland  
University of Maryland Eastern Shore  
University of Michigan  
University of Mississippi  
University of Missouri-Kansas City  
University of New England  
University of North Texas  
University of Oklahoma  
University of Pittsburgh  
University of Saint Joseph  
University of South Carolina

University of South Florida  
University of the Incarnate Word  
University of the Pacific (CA)  
University of the Pacific (CA) - Pre-Pharmacy Advantage Program  
University of the Sciences in Philadelphia  
University of Washington  
University of Wisconsin  
University of Wyoming  
Virginia Commonwealth University  
Washington State University  
Wayne State University  
West Coast University  
West Virginia University  
Western New England University  
Western University of Health Sciences  
Wingate University - Hendersonville, NC  
Wingate University - Wingate, NC

### PHARMACY SCHOOL APPLICATION DEADLINES

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

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

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

### PHARMACY SCHOOL APPLICATION DEADLINE DATES

#### November 1, 2017

Loma Linda University  
Texas A&M University  
The University of Texas at Austin  
University of California - San Diego  
University of California - San Francisco  
University of Colorado  
University of Southern California  
Wayne State University  
Western University of Health Sciences

#### December 1, 2017

Purdue University  
Texas Tech University Health Sciences Center  
The University of New Mexico  
The University of North Carolina at Chapel Hill  
University of Georgia  
University of Pittsburgh

University of Puerto Rico  
University of the Pacific (CA)  
University of Washington  
Xavier University

#### January 5, 2018

Butler University  
Medical University of South Carolina  
Pacific University Oregon  
University of Connecticut  
University of Houston  
University of Iowa  
University of Michigan  
University of Montana  
University of Nebraska Medical Center  
University of South Carolina  
University of the Pacific (CA) – Pre-Pharmacy Advantage Program



University of Wisconsin  
Washington State University  
**February 1, 2018**  
Ferris State University  
Massachusetts College of Pharmacy and Health Sciences - Boston, MA  
Massachusetts College of Pharmacy and Health Sciences - Manchester, NH  
Massachusetts College of Pharmacy and Health Sciences - Worcester, MA  
Northeastern University  
Nova Southeastern University  
Roseman University of Health Sciences  
Southern Illinois University Edwardsville  
Texas Southern University  
The Medical College of Wisconsin  
The Ohio State University  
The University of Louisiana Monroe  
The University of Tennessee  
Touro University (CA)  
University at Buffalo - SUNY  
University of Charleston  
University of Cincinnati  
University of Florida  
University of Maryland  
University of Maryland Eastern Shore  
University of Minnesota  
University of South Florida  
University of the Incarnate Word  
University of Toledo  
University of Utah

**March 1, 2018**

Albany College of Pharmacy - Albany, NY  
Albany College of Pharmacy - Colchester, VT  
Appalachian College of Pharmacy  
Auburn University  
Belmont University  
Binghamton University – SUNY  
California Health Sciences University  
California Northstate University  
Campbell University  
Cedarville University  
Chapman University  
Chicago State University  
Concordia University Wisconsin  
Creighton University  
Drake University  
D'Youville College  
East Tennessee State University  
Fairleigh Dickinson University  
Harding University  
High Point University  
Howard University  
Husson University

Keck Graduate Institute  
LECOM - Bradenton Campus  
LECOM - Distance Education Pathway  
LECOM - Erie Campus  
Larkin University  
Lipscomb University  
Long Island University  
Manchester University  
Marshall B. Ketchum University  
Marshall University  
Mercer University  
Midwestern University - Chicago Campus  
Midwestern University - Glendale Campus  
Northeast Ohio Medical University (NEOMED)  
Notre Dame of Maryland University  
Oregon State University  
Palm Beach Atlantic University  
Philadelphia College of Osteopathic Medicine  
Presbyterian College  
Regis University School of Pharmacy  
Roosevelt University  
Rosalind Franklin University of Medicine and Science  
Samford University  
Shenandoah University  
South College (TN)  
South University (GA)  
South University (SC)  
St. John Fisher College  
St. Louis College of Pharmacy  
Sullivan University  
Temple University  
The University of Findlay  
The University of Hawaii at Hilo  
The University of Texas at El Paso  
The University of Texas at Tyler  
Thomas Jefferson University  
Touro College (NY)  
Union University  
University of Arkansas for Medical Sciences  
University of Illinois - Chicago  
University of Kentucky  
University of Mississippi  
University of Missouri-Kansas City  
University of New England  
University of North Texas  
University of Oklahoma  
University of Saint Joseph  
University of the Sciences in Philadelphia  
University of Wyoming  
Virginia Commonwealth University  
West Coast University  
West Virginia University  
Western New England University  
Wingate University - Hendersonville, NC  
Wingate University - Wingate, NC

**DEADLINE EXTENSIONS**

PharmCAS does not accept deadline extension requests from applicants. Please contact your designated Pharm.D. program directly to request an individual deadline extension. The Pharm.D. program will notify PharmCAS directly if it agrees to grant you a deadline extension. **You have 48-hours to complete and submit your PharmCAS**

**application once the deadline extension is granted.** If you fail to e-submit your application in that time, you must contact the Pharm.D. program directly to request a second 48-hour deadline extension. Pharm.D. programs are not obligated to grant deadline extensions or give consideration to applicants who submit application materials after the school application deadline.

#### **CHANGING YOUR PHARM.D. PROGRAM DESIGNATIONS AFTER YOU SUBMIT**

- **Withdrawing Your Application**

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

- **Substituting or Deleting Pharm.D. Program Choices**

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

- **Adding a Pharm.D. program after Application Submission**

You may apply to additional Pharm.D. programs after submission of your PharmCAS application. To apply to additional programs, log onto your PharmCAS application and designate additional Pharm.D. programs. Do **NOT** create a new PharmCAS application to add new designations. You may not have more than one PharmCAS application within an admissions cycle. If a second or duplicate account is accidentally created, please inform PharmCAS Customer Service so that they can merge your accounts. PharmCAS must receive the appropriate fee for each additional Pharm.D. program you select. You cannot apply to a particular Pharm.D. program after the school application deadline date has passed.

### **PERSONAL INFORMATION: RELEASE STATEMENT**

#### **Pre-Submission Release\***

By answering Yes, you authorize PharmCAS to release your name and contact information to your designated programs BEFORE you submit your final application. This will allow your designated programs to send you important information about the local admissions process before you complete your application.

#### **Advisor Release\***

By answering Yes, you authorize PharmCAS to release selected information regarding your PharmCAS application and admission status to the health professions advisor and the health professions advisory committee of the post-secondary institution(s) that you have attended. By releasing your information, your advisor is better able to assist you in the admissions process, as well as better guide other students in the future. **You cannot make changes to this item after you submit your application to PharmCAS.**

#### **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](#).

### **PERSONAL INFORMATION: BIOGRAPHIC INFORMATION**

#### **Your Name\***

To make changes to your name, go to the Profile Section.

#### **Alternate Name\***

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

#### **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.

#### **Gender\***

Select male, female, or decline to state. (Optional – Used for Statistical Purposes Only)

#### **Date of Birth\***

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

#### **Place of Birth (Country, City, State, County)\***

If the country is not listed, contact PharmCAS.

## PERSONAL INFORMATION: CONTACT INFORMATION

### Current Address\*

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

### Approximate Date through which current address is valid

If you expect to move from your current residence during the 2017-2018 application cycle, enter the date in which your current address is likely to change. Use the MM DD YYYY format.

### Is this your permanent address\*

If no, enter your permanent and/or legal address information.

### Preferred Phone Number\*, Email\*

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

## PERSONAL INFORMATION: CITIZENSHIP INFORMATION

### United States Citizenship Details\*

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

### Residency Information\*

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

### Visa Information\*

If you currently have a US Visa, select Yes and enter all visa information. Please note that we cannot advise you on your visa status or any related details.

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

### **PERSONAL INFORMATION: PARENT/GUARDIAN\***

In this section, 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 not required.

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

### **PERSONAL INFORMATION: RACE & ETHNICITY**

Programs fully recognize the importance of diversity in their student body and in the work force. Accordingly, programs strongly encourage applications from persons from all socioeconomic, racial, ethnic, religious, and educational backgrounds and persons from groups underrepresented in the industry. Please select any and all of the options in this section which you feel best apply to you. Please note that this section is used for statistical purposes only and in no way affects your application or financial aid ability.

#### **Ethnicity**

Indicate whether you consider yourself to be of Hispanic or Latino origin. This question is optional.

#### **Race**

Select one or more of the groups of which you consider yourself to be a member. This question is optional.

### **PERSONAL INFORMATION: 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 in each.

### **Military Status**

If you have US military experience, select your anticipated status at the time of enrollment from the drop-down. Select **Not a member of the military** if this does not apply.

### **Felony & Misdemeanor Convictions\***

Indicate whether you've ever been convicted of a misdemeanor or felony. Note that most programs require satisfactory background check results as a condition of acceptance. Failure to disclose and provide accurate information about prior convictions may have serious consequences, such as annulment 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 degree programs may require criminal background checks and/or drug tests in order to verify an individual's suitability to participate in experiential education rotations, to confirm a student's eligibility for pharmacy licensure, and to ensure patient safety. Contact your designated pharmacy degree programs directly for specific policies.

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

- 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: 847.391-4402, <http://www.nabp.net/>.

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.

#### **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.

#### **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.

#### **Background Information**

Programs fully recognize the importance of diversity in their student body and in the work force. Accordingly, programs strongly encourage applications from persons from all socioeconomic, racial, ethnic, religious, and educational backgrounds and persons from groups underrepresented in the industry. Please select any and all of the options in this section which you feel best apply to you. Please note that PharmCAS uses this section for statistical purposes only and it in no way affects your application or financial aid eligibility.

#### **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 2017 and/or Spring 2018. Note that this does not replace entering your planned/in-progress courses in the Transcript Entry section of the application; however, if you answer Yes to either of the questions, ensure that the coursework is entered as planned/in-progress in that section.

#### **Academic or Professional 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.).

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

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

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

### **ACADEMIC HISTORY: HIGH SCHOOLS ATTENDED\***

List the name of your high school, the city and state where it is located, 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 that you graduated and received a high school diploma from.
- 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.

### **ACADEMIC HISTORY: COLLEGES ATTENDED\***

List **ALL** accredited undergraduate, graduate, and professional institutions you have attended or plan to attend through the completion of the summer 2018 term. Enter all colleges and universities you attended **EVEN IF THE COURSES ARE NOT REQUIRED FOR ADMISSION OR TRANSFERRED TO ANOTHER INSTITUTION**.

Report all institutions attended, including but not limited to:

- courses taken in high school for college credit
- summer courses
- community college courses
- US military academies (note that this does **not** include courses on SMART or JST transcripts)
- post-baccalaureate, graduate, and doctoral work
- study abroad, Canadian, and foreign work, etc.

Enter each institution only once, regardless of the number of degrees earned or gaps in the dates of attendance.

In order to submit your application, you must have degree information and coursework listed for every school.

\*Some PharmCAS programs may exclude coursework from your GPA calculations if the college attended is not recognized by one of the following regional accreditation agencies. Contact your programs directly if you have any questions.

- Middle States Association of Schools and Colleges (MSA)
- New England Association of Schools and Colleges (NEASC)
- North Central Association of Schools and Colleges (NCA)
- Northwest Association of Schools and Colleges (NWCCU)
- Southern Association of Schools and Colleges (SACS)



- Western Association of Schools and Colleges (WASC)
- Accreditation Council for Pharmacy Education (ACPE)
- Association of Theological Schools in the United States and Canada (ATS)

#### ADDING A COLLEGE

1. Click **Add a College**.
2. Type and select your college. It may take several tries to find your school, especially if it shares its name with others or could be spelled differently. For example, if you attended "Saint John's University," you may need to try "Saint John," "St. John," or "St John" (no period) to bring the school up on the list. If you exhausted all options and it does not appear, select **Can't find your school?**
3. Select if you obtained (or plan to obtain) a degree from the selected institution.
  - If you earned or plan to earn a degree, provide details about the earned or expected degree.
  - Click **Add another Degree** to add additional degrees, as needed.
4. Select your college's term system. You can usually find this on the back of your official transcripts, or you can contact your college's registrar.
  - Term system refers to the type of hours your credits are worth, not the length of the term or how many terms a year your college offered.
  - If your transcript lists some courses as quarter and others as semester, enter the term type that is most common (i.e. if you have six quarter terms and two semester terms, enter quarter). During the verification process, our team will confirm that the term type is correct.
5. Enter dates of the first and last terms you attended. Be sure to only enter each college you attended once, regardless of gaps in your attendance there.
6. Click **Save This College** to complete the college entry.

#### **TRANSCRIPTS\***

Arrange for PharmCAS to receive a separate official transcript from **every** U.S. institution you attended, including University Extension. **All transcripts must arrive in the PharmCAS office by the application deadline set by your designated Pharm.D. programs.**

- Transcripts must be sent to PharmCAS from all regionally-accredited US institutions you listed in the Colleges Attended section of your application.
- All transcripts must arrive by the application deadline set by your selected programs. PharmCAS does not enforce transcript deadlines and will forward your completed application to your selected programs even if your transcripts have not arrived. Your programs may or may not consider your application if PharmCAS receives your transcripts after the deadline.
- Do not send foreign transcripts. This includes transcripts from Caribbean and Canadian schools. We cannot accept these documents and they will be destroyed. See the Foreign Transcripts section for more details.
- Transcripts must be original. Transcripts that are photocopied, faxed, on file at a career center or Interfolio, etc. are not accepted.
- Transcripts must be addressed to PharmCAS. Transcripts addressed to you, a program, school, or any address other than PharmCAS are not accepted.

- Transcripts must be mailed by your registrar as per AACP policy. For security purposes, we cannot accept transcripts mailed by you or anyone other than the registrar. If anything on your transcript indicates that it was issued to the student, picked up by you, or mailed to any address other than PharmCAS, your transcript will be rejected and you will need to send a new one.
- 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.

#### How to Send US Transcripts

1. Enter your colleges in the Colleges Attended section before requesting any transcripts.
2. Click the **Download Transcript Request Form** under each school you listed and print each form.
3. Contact the registrar at each institution you attended and request **one** transcript be sent to PharmCAS. You only need to submit one transcript from each school regardless of the number of programs you're applying to.
4. Provide the registrar with the following items:
  - PharmCAS Transcript Request Form. Ask the registrar to attach it to your official transcripts. This form is not required, but strongly recommended as it helps ensure your official transcripts are properly matched to your application. If you cannot use this form, make sure the registrar prints "PharmCAS" and your full PharmCAS ID# on the transcript before mailing it.
  - Any school-specific forms required by the registrar.
  - Any transcript fees required by the registrar.
  - All information needed by the registrar to properly identify you in the school's database.
  - Any name changes.
  - Your PharmCAS ID#.
5. Follow up with your school(s) to ensure that your transcripts were mailed, and obtain the date they sent them. Be aware that processing times vary by school and may take longer towards the end of a semester. Some schools may not send your transcript until the semester is over.
6. Monitor the Check Status page to ensure your transcript is received. On average, it takes 7-10 business days for your transcript to post to your application from the date we receive it. If your transcript is not posted after this timeframe, contact Customer Service.

#### Sending Transcripts by Mail

Your registrar should mail your paper transcripts to the following address:

PharmCAS Transcript Processing Center  
P.O. Box 9126  
Watertown, MA 02471

We are not responsible for any materials lost in the mail or delays caused by the Registrar's Office. Express or certified mail does not guarantee faster processing or receipt.

#### Sending Transcripts Electronically

Electronic transcripts are only accepted from Credentials Solutions. Click [here](#) to see if your school offers the Credentials Solutions service. If your school is not listed, your transcript must be sent by mail. If your school is listed, click [here](#) and follow the instructions to proceed. Once your transcript is requested, it takes 7-10 business days for it to post to your application. If your transcript is not posted after this timeframe, contact Credential Solutions directly to confirm the order was completed, then contact customer service.

If your school requires that you use a service other than Credential Solutions, you should ask that service to mail the transcripts instead of sending them electronically. Since you cannot include the Transcript Request Form, you should include your full PharmCAS ID # when entering the PharmCAS mailing address.

#### Posting Delays

The following scenarios can cause delayed application posting/processing and should be avoided whenever possible:

- A transcript is not accompanied by a Transcript Request Form or is accompanied by the incorrect form.
- A transcript is not addressed specifically to "PharmCAS."
- A school you attended is missing from the Colleges Attended section. We cannot attach a transcript to your application unless the school is listed.
- An incorrect school name is listed in the Colleges Attended section. We cannot attach a transcript to your application until it is corrected.
- The name on a transcript cannot be found in the PharmCAS database, either because your name changed, was misspelled on the transcript, was misspelled on the application, or you have not yet created a PharmCAS account.

#### Rejected Transcripts

The following scenarios can cause transcripts to be rejected and should be avoided whenever possible:

- A transcript is unofficial, marked as student-issued, 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.
- An incorrect transcript was received; this can occur when another student at your school has the same or similar name and you did not provide enough information to the registrar when you requested your transcript. Be sure to provide your schools with as much information as possible so they can properly identify your records.

## ACADEMIC HISTORY: TRANSCRIPT ENTRY\*

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

Enter courses chronologically, beginning with the oldest transcript to most recent. List all courses from a single transcript before you enter courses from the next transcript. Within each term, enter the courses in the order in which they appear on your transcript. **Enter each course once from the transcript where it was originally taken, even if the credits transferred to another institution. Report all of your college courses even if they do not fulfill a Pharm.D. program prerequisite or you repeated them!**

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

- **Reporting coursework accurately is your responsibility.** Since credit values, grade values, and course subjects vary widely from school to school, your programs need some type of standardization so they can accurately compare applicants. This standardization is achieved by using your coursework to create a standard set of GPAs, ensuring you are compared to other applicants fairly and equally.
- **Complete the Colleges Attended section before entering your courses.**
- **Report all courses on your transcripts, not just prerequisites.** Be sure to include courses from which you withdrew, repeated courses, ungraded labs, test credits, gym courses, orientations or other non-graded courses.
- **Use official copies of your transcripts.** Coursework must exactly match your official transcripts; do not use an unofficial version, like a printout from your school's website. List your courses under the correct term, year, and class level. Department prefixes and course numbers must precisely match those on your transcripts.
- **Enter courses under the institution where you originally took the course, exactly as they appear on the original school's transcript.** Do not list courses under the school in which the credits were transferred. You may need to go back to your Colleges Attended and add a school to enter the transfer credits for.

### Enter a Term

1. Click **Start** to begin entering courses for a college.
2. Add a semester, quarter, or trimester depending on the term system you selected in the Colleges Attended section.
3. Select a term.
4. Select a year. Options are based on the time spans you selected in the Colleges Attended section.
5. Select an academic status. Academic status refers to your status during the term you are inputting, not your current status. Refer to the list of Academic Status

definitions below for more information. If you're entering courses for a term that is currently in progress or planned, select **In Progress/Planned**.

6. Click **Save All**.
7. Continue adding terms, as needed.

#### Academic Status Definitions

- **Freshman-Senior:** Applies to all college-level courses taken prior to your first bachelor's degree. In general, four-year students should list one year per designation and five-year students should list their last two years as senior. Non-traditional students should label their terms as evenly as possible in chronological order.
- **Post-Baccalaureate:** Applies to undergraduate level courses taken after your first bachelor's degree is earned. If you earned a second bachelor's degree, that is considered post-baccalaureate.
- **Graduate:** Applies to master's degree- and doctorate degree-level work only, regardless of whether the degree was earned. Work such as that taken in pursuit of a Ph.D, MD, PharmD, JD, JurisD, LL.D, DC. etc are considered doctorate degree-level. This work will factor into your GPA.

#### **Enter a Course\***

##### Enter Courses for a Completed Term

1. Click **Add A Course** under the appropriate term.
2. Enter the course code. Department prefixes and course numbers must exactly match what appears on your official transcript.
3. Enter the course title. You can abbreviate it if it does not fit in the text box.
4. Select the course subject. If you're unsure, make your best guess; our team will help you if it doesn't match.\*
5. Enter the course credits exactly as they appear on your transcript. See the Course Credits section below for more details.
6. Enter the grade exactly as it appears on your transcript, including any pluses or minuses.  
If your grades are listed as "BA," "CB," or "DC," you must list them as "AB," "BC," and "CD" in order for the system to recognize them.
7. The **CAS Grade** populates automatically. This allows us to standardize your coursework for all programs and cannot be edited.
8. Click **Save All**.
9. Continue adding courses, as needed.

##### Enter Courses for an In-Progress or Planned Term

You should enter any courses that you are currently taking or plan to take in the near future. This is not required, but is strongly recommended, as some programs require it. Note, however, that any term containing In Progress/Planned courses cannot be marked as complete; the entire term must be marked as In Progress/Planned. Contact your programs to determine if they require planned or in-progress coursework to be listed. Once you complete in-progress courses, you can update them in the application.

1. Make sure that you selected **In Progress/Planned** for the term you're listing the course under. This alerts the system that you aren't required to enter a grade for this course.
2. Enter the course code.
3. Enter the course title. You can abbreviate it if it does not fit in the text box.
4. Select the course subject. If you're unsure, make your best guess; our team will help you if it doesn't match.\*
5. Enter the expected course credits. Depending on the format of your credits, you may need to convert them. See the Course Credits section below for more details.
6. Click **Save All**.
7. Continue adding courses, as needed.

#### 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.

#### **Course Credits\***

##### Semester, Trimester, and Quarter Credits

If your course credits are mostly in "3.0," "4.0," or "5.0" format, then your transcript is listing normal semester, trimester, or quarter credits and no conversion is necessary. Enter the credits exactly as they appear on your transcript.

##### Unit Credits

If all of your course credits are listed in "1.0" or "0.50" format, then your transcript is listing credit units and you need to perform a conversion. Check the back of your transcript for a conversion ratio, which will say something like "1 unit is equivalent to 4 semester hours."

If there is no conversion on the back of your transcript, contact your registrar's office to determine the conversion ratio. Then, convert the credits by multiplying the number of units listed on your transcript by the conversion factor. For example, if your conversion is 1 unit = 4 hours and your transcript lists 1 unit for a course, you would enter 4.00 credits on your application. If 0.50 is listed, you would enter 2.00.

##### Lab Credits

If your transcript lists labs separately, you must list them as separate courses on your application as well. Record the labs exactly as they appear on your transcript. If your transcript combines lab and lecture courses into one course, list it as one course on your application.

##### Test Credits

You can only list test credits if they were awarded by one of the schools you attended and they appear on your transcript. Test credit types include Advanced Placement (AP), International Baccalaureate (IB), CLEP, DANTE, Regents, and courses you "tested out of" at college. List these credits under your first term at the school that awarded you the credit and enter "CR" as the grade. If no course prefix or number appears on the

transcript, enter "N/A" for Not Applicable. If your transcript lists each course credit separately, you should enter them as individual courses. If your transcript does not break the credits into individual courses, but you know what they are, you can still enter them separately. Just be sure that all the credits add up to the correct lump sum indicated on your transcript.

Be sure to designate these test credits appropriately in the Transcript Review section (below).

#### Enter Course Types (Transcript Review)

Once you enter and save all your courses, click **Review & Finalize My Transcripts**. Your next step is to designate specific courses as study abroad, Advanced Placement, repeated, etc. 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.

#### Repeated Classes

Indicate if you repeated any of your courses. 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.

Courses marked as repeated are included in your GPA calculation. All attempts at a course are factored into your GPA calculation, regardless of a school or state's academic forgiveness policy.

If you repeated courses, select **Yes** and click **Continue**. Then, click the plus sign next to the repeated courses for each college you attended.

#### Advanced Placement Credit

Indicate if you received Advanced Placement (AP) credit on the College Board Advanced Placement Exams for any of your courses.

If you received AP credit, select **Yes** and click **Continue**. Then, click the plus sign next to the advanced placement courses. Be sure to only select courses that are clearly marked as AP on your transcript. If you identify courses as AP that do not match your transcript, your selection will be modified during the Verification process.

#### Other Test Credit

Indicate if you received credit for tests other than the AP exam, including International Baccalaureate (IB), CLEP, DANTE, Regents, or Institutional/Departmental exams (i.e. courses you "tested out of" at college).

If you received test credits, select **Yes** and click **Continue**. Then, click the plus sign next to the courses. Be sure to only select courses that are clearly identified as test credits on your transcript.

#### 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. Note that earning Latin honors upon graduation does not mean your courses are retroactively considered "Honors."

If you took honors courses, select **Yes** and click **Continue**. Then, click the plus sign next to the courses. Be sure to only select courses that are clearly identified as honors on your transcript.

#### Study Abroad Courses

If you studied abroad, indicate the courses you took as part of your institution's study abroad program. Refer to the Sending Transcripts section for more information. Note that these courses factor into your GPA.

If you studied abroad, select **Yes** and click **Continue**. Then, click the plus sign next to the courses.

\*See Course Subjects for more information.

#### **Course Subject\***

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

### **ACADEMIC HISTORY: STANDERIZED TESTS\***

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

#### **Pharmacy College Admission Test ([PCAT](#)) PharmCAS Code 104**

**If your designated PharmCAS programs require the PCAT, you MUST arrange for Pearson to send your PCAT scores directly to [PharmCAS-CODE 104](#).** Pearson will send PharmCAS your most recent set of PCAT scores along with test results from up to four other previous attempts over a five-year period. Once your Official PCAT scores are attached to your application, they cannot be removed.

#### Submitting Your Official PCAT Scores

1. Arrange for [Pearson](#) to send your scores to PharmCAS using School Code 104. Pearson will send your most recent set of PCAT scores and test results from up to four other previous attempts in the last five years.
2. Enter your test information on the Standardized Tests page in the application. Be sure to enter your PCAT CID number. This must be listed in order for your official scores to be matched to your application, posted to your account, and sent to your programs. Once processed, you can view scores attached to your application in the Standardized Tests section of the Check Status tab.

**IMPORTANT!** PharmCAS will match your PCAT scores to your application based on your PCAT CID. **You MUST report your PCAT CID on your PharmCAS application.**



Applicants who have PCAT scores and do not report a PCAT ID must contact PharmCAS at 617-612-2050.

PCAT TEST DATES	REGULAR REGISTRATION DEADLINE
July 18, 19, 2017	May 19, 2017
September 7, 8, 2017	July 10, 2017
October 23, 24, 25, 26, 27, 28, 29, 30, 31 November 1, 2, 3, 2017	October 6, 2017
January 3, 4, 2018	November 3, 2017

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

Pearson  
PSE Customer Relations—PCAT  
19500 Bulverde Road  
San Antonio, Texas 78259  
Phone: 1-800-622-3231 or 210-339-8710  
Fax: 1-888-211-8276 or 210-339-8711  
Email: [scoring.services@pearson.com](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](#)) PharmCAS Code 8246

If English is not your first (primary) language, certain programs may require that you submit TOEFL scores directly to PharmCAS. Refer to the [PharmCAS School Directory](#) to see your programs's specific requirements.

If you need to submit your TOEFL score, you must contact ETS to have your official TOEFL scores released to PharmCAS. Once you do, ETS electronically sends your scores directly to PharmCAS. Paper copies are not accepted.

#### Submitting Your Official TOEFL Scores

Go to <http://www.ets.org/toefl> and request your scores be sent to PharmCAS using code #8246. It takes approximately 10-12 business days from the date you make the request for the score to post to your application.

Make sure that the name and date of birth on your application match that on your TOEFL exam; otherwise, your scores will not automatically post to your account. If you believe there may be a discrepancy, wait until ETS processes the scores, then contact customer service so they can manually connect the scores to your application.

Note that your application will not be delayed if you haven't yet taken the TOEFL. Your programs can view your scores once they are received. You should, however, be aware that some programs may need scores by a certain date; check with your programs to ensure you meet all deadline requirements.

### **Other Tests**

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

### **Non-PharmCAS Pharm.D. Programs**

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

## **DEGREE VERIFICATION**

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

During the Fall Academic Update, PharmCAS will verify any new degrees earned since the application was initially submitted and verified. PharmCAS will not verify any new degrees earned in the 2017 spring or summer terms.

Pharm.D. programs are instructed not to automatically interpret a PharmCAS-reported "NO" in the degree earned fields to mean that the applicant entered falsified information. PharmCAS and designated Pharm.D. 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. Pharm.D. programs reserve the right to contact the applicant or registrar directly, if they have questions about the status of a degree.

### **PharmCAS COLLEGE CODE LIST**

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

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

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

## **UPDATING YOUR COURSE WORK – ACADEMIC UPDATE**

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

### **FALL ACADEMIC UPDATE**

The Fall Academic Update window will open on December 15, 2017, following the completion of the fall 2017 term, and close on February 15, 2018. **Arrange for your official summer 2017 and fall 2017 transcripts to be sent directly to PharmCAS AS SOON AS THEY ARE AVAILABLE.** If you do not submit your updated courses and transcripts in a timely manner, your selected Pharm.D. programs may no longer consider you for admission.

### **SPRING ACADEMIC UPDATE**

You can update your Spring & Summer 2018 courses online during the PharmCAS "Spring Academic Update" window. The Spring Academic Update window will open on April 17, 2018, following the completion of the spring 2018 term, and close on June 28, 2018. **Arrange for your official spring 2018 and summer 2018 transcripts to be sent directly to the Pharm.D. program(s) you have been accepted to AS SOON AS THEY ARE AVAILABLE.** If you do not submit your updated courses and transcripts in a timely manner, your selected Pharm.D. programs may no longer consider you for admission.

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

Courses that were originally reported as completed cannot be modified. Therefore, if you have received partial grades for a given session, do not add these courses to the completed courses section until ALL grades are received. You can NOT add prior year coursework on to the academic update.

### **HOW TO COMPLETE THE FALL ACADEMIC UPDATE**

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

1. Log into your PharmCAS application and open the Academic History section.
2. If you attended a college/university for the first time, add and save that institution to the "College Attended" section.
3. Open the "Transcript Entry" section.
4. At this point you have two options:
  - a. You may change your existing "Planned/In Progress" coursework to "Completed" by unchecking the "Planned/In Progress" option located above each individual term. You will then be required to enter grades for each completed session before you submit.

- b. You may enter newly completed coursework that has not been previously entered as "Planned/In Progress" for the Spring, Summer and Fall 2017 terms by adding those terms and courses.
5. When you have finished adding or updating your transcript entry, complete the "Transcript Review" process by clicking on the "Review and Finalize My Transcripts" button on the transcript entry page.
6. Submit your application by clicking "Submit My Updates" as the last step of the transcript review process. If you fail to click the button, PharmCAS cannot process your Academic Update.
7. Remember that you will need to send all the required transcripts for the academic update to PharmCAS. PharmCAS cannot process any updates until all transcripts are received.
8. After PharmCAS has received your update transcript(s) and verified your coursework your new GPAs will be calculated and your updated information sent to your designated schools.

### **HOW TO COMPLETE THE SPRING ACADEMIC UPDATE**

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

PharmCAS Instructions for the Fall 2018 Entering Class

1. Log into your PharmCAS application and open the Academic History section.
2. If you attended a college/university for the first time, add and save that institution to the "College Attended" section.
3. Open the "Transcript Entry" section.
4. At this point you have two options:
  - a. You may change your existing "Planned/In Progress" coursework to "Completed" by unchecking the "Planned/In Progress" option located above each individual term. You will then be required to enter grades for each completed session before you submit.
  - b. You may enter newly completed coursework that has not been previously entered as "Planned/In Progress" for the Spring, Summer and Fall 2017 terms by adding those terms and courses.
5. When you have finished adding or updating your transcript entry, complete the "Transcript Review" process by clicking on the "Review and Finalize My Transcripts" button on the transcript entry page.
6. Submit your application by clicking "Submit My Updates" as the last step of the transcript review process. If you fail to click the button, PharmCAS cannot process your Academic Update.
7. Arrange for your updated official transcripts to be sent directly from any colleges you attended in the spring and summer to the Pharm.D. program where you have been accepted—**not** to PharmCAS.
- 8. The Pharm.D. program who has accepted you will verify your updated course information against your updated transcripts and calculate a new set of GPAs to confirm that you still meet their admissions requirements. PharmCAS does not verify these entries nor generate new GPAs.**

### **REPORTING GRADE CHANGES**

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

1. Send PharmCAS an email that contains the following information:

- Full name
  - CAS 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 2008)
  - Original grade on the transcript
  - Revised/corrected grade on the transcript.
2. 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**.
  3. Submit the Transcript Request Form to the registrar and arrange for a revised copy of your transcripts to be sent to PharmCAS as soon as possible.

Once the official transcripts are received, PharmCAS will update your course grade and GPA and submit an updated application to your selected programs.

**Note:** if the transcript with your grade change will be received by PharmCAS after June 28, 2018, you must contact PharmCAS before sending the transcript.

## **SUPPORTING INFORMATION: EVALUATIONS\***

Evaluations (sometimes called letters of reference or letters of recommendation) must be electronically submitted via the Evaluator Portal by the evaluators themselves. Evaluations cannot be completed or submitted by the applicant or another party on the reference's behalf.

We are not responsible for verifying an evaluator's identity. If a discrepancy is found, we reserve the right to contact the applicant or evaluator to investigate and to share the discrepancy without comment with all programs.

### **Before You Begin**

The instructions below will help ensure the evaluation process goes smoothly.

- All evaluations must be submitted electronically.
- **Research each program's requirements using the [Pharm.D. School Directory](#).** You should determine whether your programs have specific requirements regarding reference roles or relationships before listing evaluators on your application. Certain programs may prefer that evaluations are sent to them directly. Be sure to check each program's guidelines as completed references cannot be removed or replaced.
- **Prepare your evaluators.** Once you choose your evaluators, be sure to inform them about the process and that they will be completing the reference electronically. We recommend getting their preferred email address and asking that they monitor that inbox for your reference request, including any junk or spam folders. The automated email from PharmCAS with the subject "Evaluation Request Submitted"

### **Deadlines**

Applicants must arrange for PharmCAS to RECEIVE all references by the application deadline date set by their designated Pharm.D. programs. PharmCAS does NOT enforce evaluation deadlines and will NOT hold your application for missing evaluations. Online references will be reproduced and forwarded to each of the applicant's designated Pharm.D. programs.

### **Investigations**

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

### **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 ratings section and upload one letter (that mentions the assessments of various committee members) via the Evaluator Portal. Note that a committee letter only counts as one reference.

### **Requirements**

You can enter information for a **maximum of 4 references**. If you want to submit more than 4 evaluations, contact your programs directly to see if they will accept additional or substitute evaluations. PharmCAS will NOT determine if you have met the reference requirements for a particular Pharm.D. program.

### **Evaluation Components**

There are three parts to an evaluation:

- A profile section where evaluators enter their contact information in case your program needs to get in touch with them. Evaluators can also correct any errors to their name or title.
- A ratings section where your evaluators evaluate you on several different criteria.
- An open letter of recommendation which must be uploaded in .PDF, .RTF, .DOC, or .DOCX format. Please note the file size limit for letters is 5 MB. Because all evaluations are sent to each school the applicant applies to, evaluators should be general in their form of address (use "to whom it may concern," etc.) and avoid referring to any specific school or program in their letter.

### **Submit an Evaluation Request**

1. In the **Evaluations** section, click **Create Evaluation Request**.
2. Enter the evaluator's full name and email address.
3. Select the date by which you would like this evaluation completed. We recommend selecting a date that is at least four weeks before your earliest deadline.
4. Enter a brief message or note for the evaluator.
5. Select whether you want to waive your right of access to the evaluation.

6. Click the checkboxes to indicate your permission for us (and programs) to contact your references.
7. Click **Save This Evaluation Request** to submit it. Once you do so, an email is immediately sent to the evaluator.
8. Confirm with your evaluators that they received the email notification.
9. Use the **Check Status** tab to monitor the status of your evaluations. Completed evaluations are marked as "Complete" and have a Complete Date listed. 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. We will not notify applicants about missing evaluations.

### **Change an 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 them with the correct email.

### **Editing Your Evaluators**

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

### **Evaluation Waiver**

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

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

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.

Once a selection is made, it cannot be changed, so please consider the choices carefully.

### Authorization Statements

In order for PharmCAS to process an applicant's letters of reference, 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.

### Evaluation Request

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

Dear [**Reference Writer**],

[**Applicant First and Last Name**] has applied for admission to **PharmCAS** and has requested that you provide an online evaluation of their capabilities as part of their application. **The deadline to submit your evaluation of [Applicant First and Last Name] is [Date].**

[Access the CAS Evaluator Portal](#)

You may also copy and paste the following link into your browser to access the **PharmCAS** Evaluator Portal:

<https://evaluator.liasoncas.com/evaluator/login>

If this is your first time accessing the Evaluator Portal, you will need to create an account. If you have previously created an account, use the logon information previously established to log back in and complete this evaluation. If you do not remember your password and need to reset it, please [click the forgot password link](#).

[**Applicant First and Last Name**] provided the following comments to you in their evaluation request:

[**Comments**]

If you have any questions about this evaluation request, please contact **PharmCAS** Customer Service at **617-612-2050** Monday through Friday, 9:00 AM to 5:00 PM Eastern Time.

Sincerely,

**PharmCAS** Staff

\*Please do not reply to this automated message.

### Evaluation Form Questions for Reference Writers

**Do NOT print this page!** The list of PharmCAS evaluator form questions is provided for informational purposes only. It is intended to help you select the reference writers who



can best respond to these reference questions on your behalf. To submit the official PharmCAS reference forms, you MUST login to your PharmCAS web application and go to the "Evaluations" section.

FOR INFORMATIONAL PURPOSES ONLY  
DO NOT PRINT THIS PAGE!

PharmCAS asks evaluators to address the following questions on the PharmCAS form.

#### Relationship

- How long have you known the applicant?
  - Less than 1 year
  - 1-2 years
  - 2-3 years
  - 3-5 years
  - 5-10 years
  - More than 10 years
- How well do you know the applicant?
  - Very well
  - Moderately
  - Minimally
  - Not at all
- In what capacity do you know the applicant?
  - Employee/Supervisor
  - Colleague/Coworker
  - Instructor/Professor
  - Advisor
  - Internship/Job Shadowing
  - Other
- If you selected "Instructor/Professor" above list all courses in which you have had the applicant (for example: Intro to Chemistry, Chem 101)
- If you selected "Employee/Supervisor" or "Colleague/Coworker" above, please indicate the applicant's position and title:

#### Evaluation Information

Check here to confirm you have read the evaluation criteria descriptions:

#### Pharmacist Information

- If you are a pharmacist, please indicate the Pharmacy institution from which you graduated:
- If you are a pharmacist, please indicate in which state you are licensed to practice pharmacy:

#### Evaluation Ratings (Rating 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.
- **Professional Appearance:** maintains good personal hygiene, appropriate attire, well-groomed.
- **Reliability:** dependable, responsible, prompt, and thorough.
- **Written Communication:** writing is precise, accurate, grammatically correct, and unambiguous.

#### Overall Recommendation

- 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

Browse to your evaluation letter to upload. Supported File Formats: Microsoft Word (.doc or .docx), Portable Document Format (.pdf), Rich Text (.rtf), Plain text (.txt)

### **SUPPORTING INFORMATION: EXPERIENCES\***

In this section, you can enter your professional experiences in several categories, or types. Review the type definitions below, consider the duties you performed during the experience, and use your best judgment to determine which category your experience falls into. If you have any questions about your experiences fulfilling an individual school's requirements, inquire with that school directly.

Although you can enter any experiences that you believe are relevant to your application, we recommend focusing on those experiences within the last 10 years and at the collegiate level and above. Enter only current and in-progress experiences, and check your program's requirements regarding documentation.

#### **Experience Types**

##### Pharmacy Experience

Experiences in a pharmacy or pharmacy-related field.

##### Healthcare Experience

Both paid and unpaid work in a health or health-related field where you are not directly responsible for a patient's care, but may still have patient interaction; for example, filling prescriptions, 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 health care field; for example, a retail or restaurant job.

### 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**.

Note that you cannot repeat hours between the sections. So, if position duties encompass more than one section, enter the position in both sections and divide the hours and duties accordingly.

### **SUPPORTING INFORMATION: ACHIEVEMENTS\***

In this section you can enter any relevant professional or academic achievements, such as awards, honors, scholarships, etc.

Although you can enter any achievements that you believe are relevant to your application, we recommend focusing on those achievements within the last 10 years and at the collegiate level and above.

#### **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.

## SUPPORTING INFORMATION: LICENSES AND CERTIFICATIONS\*

In this section, you can add any current professional licenses or certifications that you have. Note that we do not verify the information entered here. Contact your individual 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.

## SUPPORTING INFORMATION: 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 for you to clearly and effectively express your ideas.

### Requirements

- **Keep your essay topic general:** Follow the prompt to write your statement. Keep the statement general as this essay is sent to all the programs you apply to. If you plan to only apply to one program, we still strongly recommend keeping your statement general in case you later apply to additional programs. Once you submit your application, the statement cannot be edited or changed.
- **Do not exceed the maximum length:** Refer to the number below the text box in the application. This is the number of characters (not words) that you can use. As you type, you can see how many characters are still available. Characters include spaces, carriage returns, and punctuation. You cannot save your statement if it exceeds the character limit.
- **Use your own words:** Plagiarizing any part of your essay is a violation of the [Applicant Code of Conduct](#) and may subject you to sanctions. 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.

### **Proofreading**

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

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

Be sure to read over your essay several times to catch any spelling, grammar, punctuation, etc., errors before submitting. Once you submit your application, you cannot edit your essay. If you find an error after submission that you believe could have major effects on your application, we recommend sending a corrected copy directly to the programs you applied to.

### **Plagiarism**

**Please be aware that your admission essay will be subject to submission for textual similarity review to iThenticate/Turnitin for Admissions (an online plagiarism checker used by PharmCAS) for the detection of plagiarism duplication and other potential violations of the [Applicant Code of Conduct](#). All submitted essays and other materials will be included as source documents in the iThenticate/Turnitin for Admissions reference database solely for the purpose of detecting plagiarism of such documents.**

## **PROGRAM MATERIALS\***

The Program Materials section is specific to the programs you selected in the Add Programs 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 to fill out and upload in this section, you must save and upload it as an image. Depending on your computer's operating system, there may be multiple ways to do this; a Google search can point you in the right direction.

### **Prerequisites**

The Prerequisites tab is only available for certain programs. In it, you can assign courses you took (or plan to take) to fulfill the program's required prerequisites. You must complete Transcript Entry and Transcript Review in order to complete this section.

Note that assigning these courses **does not necessarily mean you meet the program's prerequisite requirements**; the program wants you to self-identify these courses for their review. 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 fulfill the prerequisite. You can match multiple courses to one prerequisite, if applicable.
3. Click **Save and Exit**.

### Questions

The Questions tab is only available for certain programs. Here, you can answer questions specific to each program. Questions may be multiple choice or open-ended text boxes. Some programs require an additional essay. Contact each program directly if you have questions.

Select your answers for each question and then click **Save My Responses**.

## APPLICATION FEE

### PharmCAS Application Fee

1. When you are ready to submit your application, go to the Submit Application tab and click **Pay for My Programs**. Do not submit any payments before submitting your application. The fee for using PharmCAS application is based on a graduated scale that varies according to the number of Pharm.D. programs you designate to receive your PharmCAS application. Your application will not be processed until your payment is received. PharmCAS application fees are non-refundable. PharmCAS does not issue refunds for withdrawn applications or missed deadlines.
2. Payments can only be made in the application via a credit card. We accept Visa, Mastercard, American Express, and Discover. Credit card payments cannot be made over the phone.
3. PharmCAS will not accept cash payments.

### FEE SCHEDULE FOR THE 2017-2018 APPLICATION CYCLE

Number of PharmCAS Pharm.D. 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 degree program

### REFUNDS

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

Because your designated programs have access to your information as soon as you submit your application, no refunds can be issued for any reason (this includes missed deadlines and programs no longer accepting applicants).

Before submitting your application, you are prompted to review and agree to a [Release Statement](#) and [Applicant Code of Conduct](#). These documents include the no refund policy and describe applicant responsibilities throughout the application process.

### **DISPUTES/CHARGEBACKS**

An unauthorized credit card chargeback against a fee will result in the application being placed on hold for all programs. A chargeback is the return of funds to a consumer, typically occurring after a credit card transaction is disputed with the credit card company.

If we receive an unauthorized chargeback from your credit card company, we will notify you of the chargeback, place your application on hold, and notify all programs to which you applied of non-payment. To reinstate your application, you must send a money order that totals the full fee plus a \$25 bank processing charge for each incorrect chargeback within 10 business days of the notification.

If payment is not received within this timeframe, any future activity will be barred until all outstanding fees are paid, including applications for future cycles.

### **REPEAT APPLICANT**

For the 2017-2018 application cycle, all applicants, including those who previously applied during the 2016-2017 application cycle will need to create a new application and send in all required documents. PharmCAS is using a new technology platform for the 2017-2018 cycle and it was not possible to move data from the previous application.

### **FEE WAIVERS**

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

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

### **Qualification Requirements**

To qualify for a fee waiver, you must have either:

- Filed a 2016 Federal Income Tax Return Form 1040, 1040A, or 1040EZ with an adjusted gross income that falls below the Low Income Level listed below, or

- Been listed as a dependent on a filed 2016 Federal Income Tax Return Form 1040, 1040A, or 1040EZ with an adjusted gross income that falls below the Low Income Level listed below.

Additionally, you must request a fee waiver **before** you submit your application. Requests received after an application has been submitted will not be honored.

If you are approved for a fee waiver, you are required to submit your application within 45 days (including holidays and weekends). Extensions will not be granted; failure to submit your application on time will void your fee waiver and you will not be allowed to reapply for a waiver.

**The deadline for submitting a PharmCAS application fee waiver is 11:59 pm EST October 1.**

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.

#### 2017 Low Income Levels

Persons in Family or Household	Income Level*	Persons in Family or Household	Income Level*
1	\$24120	6	\$65920
2	\$32480	7	\$74280
3	\$40840	8	\$82640
4	\$49200	For each additional person, add	\$8360
5	\$57560		

\*Adjusted gross income for calendar year 2016. Changes in your current year financial situations will not be considered.

#### Applying for a Fee Waiver

Determine when to apply for your waiver.

Keep in mind that fee waivers are limited and only valid for 45 days (including holidays and weekends) from the time you are approved. Be ready to submit your application if you are approved.

Start your application.

You must have an account to apply for a fee waiver. Fee assistance applications are not accepted by mail or email.

Complete and submit your fee assistance application.

1. Click on your name in the upper-right hand corner of the application, then select **Fee Assistance Program**.
2. Enter your household's adjusted gross income for 2016 and the current number of members in your household. Note that "number of members" includes the number of people claimed as dependents on the tax report.



3. Upload a copy of the filed 2016 Federal Income Tax Return Form 1040, 1040A, or 1040EZ. This form was either filed by you or by someone who listed you as a dependent (such as a parent or guardian).

Await 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 e-mail 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 Assistance Program** section and click **Cancel Request**. Once you submit your application, you are ineligible to apply for another fee waiver.

Submit your application and pay any remaining balance.

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

Remember to submit your application within 45 days of your approval (including holidays and weekends). Outstanding transcripts, references, and/or test scores do not have to be received within this timeframe.

### **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 Pharm.D. 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 Pharm.D. program directly to obtain supplemental application fee instructions.

## **Transcripts**

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

1. [U.S.](#) and
2. [Study Abroad](#)
3. [International](#)
4. [U.S. overseas institutions](#)

### **TRANSCRIPT REQUEST FORM**

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

### **U.S. TRANSCRIPTS**

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

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

- **Transfer credit(s) appearing on a transcript cannot be accepted in lieu of an original transcript from the institution where the course work was taken.** Send transcripts for all postsecondary institutions you have attended, regardless of whether course credit transferred to another college or university and appears on that transcript.
- **Arrange for PharmCAS to RECEIVE all of your official transcripts by the application deadline date** set by your designated Pharm.D. programs. A Pharm.D. program may not consider your application for admission if PharmCAS receives your transcripts late. PharmCAS does NOT enforce transcript deadlines and will forward your verified application to your designated Pharm.D. programs even if your transcripts arrive late. Your programs may or may not consider your application if PharmCAS receives your transcripts after the deadline.
- Use a student issued transcript to properly complete the "Transcript Entry" section of your application. Do NOT use your course record/schedule or memory to complete the Coursework section. **WARNING:** Your online course record, course schedule, and college catalog may differ from your transcript. If there are discrepancies between your application and official transcript, your application will be undelivered and processing will be delayed.
- Do not send foreign transcripts. This includes transcripts from Caribbean and Canadian schools. We cannot accept these documents and they will be destroyed.
- Transcripts must be original. Transcripts that are photocopied, faxed, on file at a career center or Interfolio, etc. are not accepted.
- Transcripts must be addressed to PharmCAS. Transcripts addressed to you, a program, school, or any address other than PharmCAS are not accepted.
- Transcripts must be mailed by your registrar as per AACP policy. For security purposes, we cannot accept transcripts mailed by you or anyone other than the registrar. If anything on your transcript indicates that it was issued to the student, picked up by you, or mailed to any address other than PharmCAS, your transcript will be rejected and you will need to send a new one.
- 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.
- **Login to your application to check the status of your transcripts. It is your responsibility to verify that PharmCAS received all of your official transcripts.**

#### **HOW TO SEND US TRANSCRIPTS**

1. Enter your colleges in the Colleges Attended section before requesting any transcripts.
2. Click the **Download Transcript Request Form** under each school you listed and print each form.
3. Contact the registrar at each institution you attended and request **one** transcript be sent to PharmCAS. You only need to submit one transcript from each school regardless of the number of programs you're applying to.
4. Provide the registrar with the following items:
  - PharmCAS Transcript Request Form. Ask the registrar to attach it to your official transcripts. This form is not required, but strongly recommended as it helps ensure your official transcripts are properly matched to your application. If you cannot use this form, make sure the registrar prints "PharmCAS" and your full PharmCAS ID# on the transcript before mailing it.

### *PharmCAS Instructions for the Fall 2018 Entering Class*

- Any school-specific forms required by the registrar.
  - Any transcript fees required by the registrar.
  - All information needed by the registrar to properly identify you in the school's database.
  - Any name changes.
  - Your PharmCAS ID#.
5. Follow up with your school(s) to ensure that your transcripts were mailed, and obtain the date they sent them. Be aware that processing times vary by school and may take longer towards the end of a semester. Some schools may not send your transcript until the semester is over.
  6. Monitor the Check Status page to ensure your transcript is received. On average, it takes 7-10 business days for your transcript to post to your application from the date we receive it. If your transcript is not posted after this timeframe, contact Customer Service.

#### **SENDING TRANSCRIPTS BY MAIL**

Your registrar should mail your paper transcripts to the following address:

PharmCAS Transcript Processing Center  
P.O. Box 9126  
Watertown, MA 02471

We are not responsible for any materials lost in the mail or delays caused by the Registrar's Office. Express or certified mail does not guarantee faster processing or receipt.

#### **SENDING TRANSCRIPTS ELECTRONICALLY**

Electronic transcripts are only accepted from Credentials Solutions. Click [here](#) to see if your school offers the Credentials Solutions service. If your school is not listed, your transcript must be sent by mail. If your school is listed, click [here](#) and follow the instructions to proceed. Once your transcript is requested, it takes 7-10 business days for it to post to your application. If your transcript is not posted after this timeframe, contact Credential Solutions directly to confirm the order was completed, then contact customer service.

If your school requires that you use a service other than Credential Solutions, you should ask that service to mail the transcripts instead of sending them electronically. Since you cannot include the Transcript Request Form, you should include your full PharmCAS ID # when entering the PharmCAS mailing address.

#### **U.S. ACCREDITATION**

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

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

If you attended an institution that is not recognized by one of these agencies, do NOT list the institution on your PharmCAS application and do NOT submit its transcript to PharmCAS. Contact your designated Pharm.D. programs directly to determine if you must arrange for

transcripts from non-regionally accredited institutions to be sent directly to the Pharm.D. program.

### **SUMMER 2017 TRANSCRIPTS**

Arrange for all of your official transcripts to be sent to PharmCAS as soon as you have completed your summer 2017 coursework and your summer term grades are available. PharmCAS does not accept unofficial or incomplete transcripts. List all of your summer courses on your PharmCAS application.

### **FALL 2017 TRANSCRIPTS**

If your fall term grades will not be available until after you apply, you must arrange for your official fall 2017 transcripts to be sent directly to PharmCAS as soon as they are available. You must update your courses on-line during the PharmCAS "Academic Update" window. The Fall Academic Update window will open on December 15, 2017, following the completion of the Fall 2017 term, and close on February 15, 2018. It is your responsibility to submit your fall transcripts, add any new courses completed since you first submitted your application to PharmCAS, and to edit your in-progress and planned courses. See "Updating Your Coursework" section.

### **WINTER, SPRING AND SUMMER 2018 TRANSCRIPTS**

Arrange for your winter, spring, and summer term 2018 transcripts to be sent directly to your designated Pharm.D. programs, as required. Do not send to PharmCAS.

### **MILITARY TRANSCRIPTS**

Do NOT list any military courses completed or credits received. Forward ALL transcripts that contain military credits or are official military transcripts to your designated Pharm.D. programs. Pharm.D. program policies vary. Please contact the Pharm.D. program(s) directly if you have any questions.

### **NO TRANSCRIPT AVAILABLE**

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

### **NOTICE TO APPLICANTS OFFERED ADMISSION**

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

### **STUDY ABROAD**

If you participated in a "Study (Education) Abroad" program under the auspices of a U.S. institution and the international course work appears on the U.S. transcript as regular itemized credit, only list the U.S. institution on your PharmCAS application. Do NOT list the international (foreign) institution. Add the school in the Colleges Attended section and add any courses you completed at the school in the Transcript Entry section. Make sure you mark these courses as Study Abroad during Transcript Review. Arrange for only the U.S. transcript to be sent to PharmCAS. PharmCAS will process study-abroad course work in the same manner as U.S. coursework.

### **OVERSEAS U.S. INSTITUTIONS**

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

1. Located outside U.S. borders,

2. Regionally [accredited](#).
3. Use English as the primary language of instruction and documentation.

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

Abu Dhabi University  
American College Dublin  
American College of Greece  
American College in Jerusalem (closed in 1976)  
American College of Switzerland  
American College of Thessaloniki  
American University of Armenia  
American University Beirut  
American University in Bulgaria  
American University in Paris  
American University of Rome  
American University of Sharjah  
Anglo-American University  
Cairo American University (formerly known as American University in Cairo)  
Carnegie Mellon University in Qatar  
Franklin College Switzerland  
Georgetown University School of Foreign Service in Qatar  
Hebrew Union College (Jewish Institute of Religion)  
Huron University in London  
John Cabot University in Rome  
Lebanese American University  
McDaniel College in Budapest  
Northwestern University in Qatar  
Richmond The American International University of London  
Texas A&M University at Qatar  
United States International University in Nairobi, Kenya  
Weill Cornell Medical College in Qatar

### **INTERNATIONAL TRANSCRIPTS**

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

1. Send a foreign transcript evaluation report to PharmCAS\*, or
2. Send an original foreign transcript directly to the Pharm.D. program, or
3. Do not send any foreign transcript documentation. Pharm.D. programs only consider U.S. credentials. If you have completed your course prerequisites at a foreign institution, you may be ineligible for admission to these particular pharmacy programs.

\* If a foreign transcript evaluation report is required by your designated Pharm.D. program, send your non-U.S. transcripts to the appropriate foreign transcript evaluation service for a course-by-course report. If you choose WES, you can request electronic WES evaluations directly through the application. Click WES Evaluations Request after listing your foreign school in the Colleges

Attended section. Once WES completes your evaluation, they will send it to PharmCAS electronically. PharmCAS also accepts paper WES evaluations sent via mail.

Your selected Pharm.D. programs may specify which foreign transcript evaluations service you must use. PharmCAS will not verify that you have used the correct service for a particular Pharm.D. program.

### **PharmCAS-ACCEPTED FOREIGN TRANSCRIPT EVALUATION SERVICES**

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

## **Supplemental Applications**

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

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

Review the individual pages of the [School Directory](#) or contact the Pharm.D. program directly to obtain supplemental instructions or application. You must complete all PharmCAS and Pharm.D. requirements before your application will be processed and reviewed.

## **After You E-Submit Your Application**

### **APPLICATION CYCLE**

The PharmCAS application cycle begins mid July 2017 for fall 2018 enrollment. You may start your PharmCAS application as soon as it is available. The Early Decision deadline is September 5, 2017. The first regular application deadline date is November 1, 2017 and the last regular application deadline is March 1, 2018. The PharmCAS application cycle for the 2018 Entering Class will officially close on June 1, 2018, unless otherwise announced. Participating Pharm.D. programs will report admission decisions to applicants and PharmCAS throughout the application cycle.

### **WHAT HAPPENS NEXT?**

Review the PharmCAS Checklist to ensure you have fulfilled all requirements. Your application must be considered "complete" to be placed in line for Verification. Complete means that:

- All official transcripts are posted to your application and appear on the Check Status tab with the date they received.
- At least 2 of your evaluations are listed as completed on the Check Status tab with the date they were completed.
- Your application fee payment was submitted and marked as received on the Check Status tab.
- You submitted your application and received an email confirming it was successfully submitted.
- Your application Program Status is "Materials Received > Verifying."

### *PharmCAS Instructions for the Fall 2018 Entering Class*

Also send letters of reference, foreign transcript evaluations from WES, and test scores (PCAT, TOEFL) scores to PharmCAS by the application deadline, if required by your designated Pharm.D. programs.

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

#### **APPLICATION VERIFICATION**

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

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

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

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

#### **CHECKING YOUR APPLICATION FILE STATUS**

Applicants are responsible for monitoring the status of an application, including receipt of transcripts, letters of evaluation, and official test scores. Notifications are **not** sent for any missing items. To help you keep track of your application and all materials, click **Check Status** at the top of the application dashboard.

Keep in mind that it takes 7-10 business days from the date of receipt to post transcripts and official test scores to your application. Letters of evaluation are immediately updated once received from your evaluator.

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

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

PharmCAS will make every attempt to process your application in a timely manner. At the same time, you are responsible for submitting your application and ALL other related materials to PharmCAS so they are received before the earliest deadline date established by your designated Pharm.D. programs. PharmCAS processing may take up to five weeks after your



application, transcripts, and fee are received. PharmCAS is not responsible for any materials lost in the mail or for delays caused by the registrar's office.

### **Application Statuses**

#### In-Progress

Your application has not yet been submitted or you haven't paid the application fee.

#### Received > Awaiting Materials

Your application has been submitted, but you are missing transcripts or letters of recommendation that are required.

#### Materials Received > Verifying

All required materials were received and your application is in line for verification and is considered complete. Once your application enters this status, it can take up to four weeks to move to the Verified status.

#### Undelivered

An error was found in your application and it was returned to you to correct. See [Correcting an Undelivered Application](#).

#### Verified

Your application was processed and, if applicable, your GPA was calculated. You'll receive a confirmation notification that your application was verified. Once your application is verified, you should direct any questions about its status to the programs you applied to.

### **POST-SUBMISSION CHANGES**

After the initial submission of your completed PharmCAS application, the only sections which can be updated are:

- Edit Contact Information
- Edit Profile Information (username, password, security question, etc.)
- Add Pharmacy programs to apply to whose deadlines have not yet passed
- Planned Coursework: One-time changes during the Fall Academic Update only.
- New Fall Courses Completed: One-time changes during the Fall Academic Update only.
- New Spring Courses Completed: One-time changes during the Spring Academic Update only.
- Edit or delete a reference whose status remains INCOMPLETE, ADD NEW but CANNOT EDIT or DELETE test scores, experiences, achievements and certifications.
- Edit Program Materials for schools you have NOT yet submitted to; programs you have already submitted to will be locked

### **WITHDRAWING YOUR APPLICATION**

You may withdraw your application if it does not yet have a Verified status, but no refunds will be issued for payments that were already submitted. Your application will be withdrawn from all programs; however, if you only want to withdraw from certain programs, contact those schools directly.

Withdrawal requests must be received in writing; requests are not accepted via telephone. To request a withdrawal, email Customer Service with your full name, PharmCAS ID, and the following statement:



*"I authorize PharmCAS to withdraw my application from the 2017-2018 application cycle. Furthermore I understand that none of this information can be reactivated for a succeeding application cycle."*

Once your application has been Verified, it cannot be withdrawn via the online application. Contact your programs directly to withdraw your application.

You may not withdraw your application if you have received notice that your application is "on hold" because it is under consideration by the Conduct Review Committee for a potential violation of the PharmCAS Applicant Code of Conduct.

### **REFUNDS**

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

### **SUBSTITUTING OR DELETING PHARM.D. PROGRAM CHOICES**

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

### **ADDING A PHARM.D. PROGRAM AFTER APPLICATION SUBMISSION**

You may apply to additional Pharm.D. programs after submission of your PharmCAS application. To apply to additional programs, log onto your PharmCAS application and designate additional Pharm.D. programs. Do NOT create a new PharmCAS application to add new designations. You may not have more than one PharmCAS application within an admissions cycle. If a second or duplicate account is accidentally created, please inform PharmCAS Customer Service so that they can merge your accounts. **PharmCAS must receive the appropriate fee for each additional Pharm.D. program you select. You cannot apply to a particular Pharm.D. program after the school application deadline date has passed without receiving an individual deadline extension from the program.**

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

### **VIOLATIONS AFTER SUBMISSION**

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

### SHARING OF ADMISSION DECISIONS

On a dynamic basis, PharmCAS Pharm.D. programs will receive reports regarding the number of offers of admission made and number of offers of admission accepted for those applicants the Pharm.D. program shares with another PharmCAS Pharm.D. program. Your designated PharmCAS Pharm.D. programs will know how many offers of admission you have received and how many offers of admission you have accepted at other PharmCAS Pharm.D. programs. PharmCAS Pharm.D. programs will not know how many applications you have submitted. They will also not know whether you were denied admission to another Pharm.D. program or be informed of any other admission actions made by other PharmCAS Pharm.D. 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 Pharm.D. programs to which you have been offered admission. You should refer to the appropriate Pharm.D. 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 Pharm.D. program(s) directly for questions.

### COOPERATIVE ADMISSIONS GUIDELINES

Over the course of the application cycles until 2019-2020, schools will be voluntarily implementing the [AACP Cooperative Admissions Guidelines](#). Please note not all schools will be participating in 2017-2018.

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

#### 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 admissions 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.

The voluntary Cooperative Admissions Guidelines are new in the 2017-2018 application cycle and not all PharmCAS programs have been able to implement them at this time. The 2019-2020 application cycle is the target for implementation by the majority of programs.

### NOTICE TO APPLICANTS OFFERED ADMISSION

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

### WAIT-LIST POLICY

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

## Centralized Criminal Background Check Program

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

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

### PARTICIPATING PROGRAMS

Albany College of Pharmacy - Albany, NY  
Albany College of Pharmacy - Colchester, VT  
Appalachian College of Pharmacy  
Auburn University  
Belmont University  
Binghamton University – SUNY  
California Health Sciences University  
California Northstate University  
Campbell University  
Cedarville University  
Chapman University  
Chicago State University  
Creighton University  
Drake University  
D'Youville College  
Fairleigh Dickinson University  
Ferris State University  
Harding University  
High Point University  
Howard University  
Husson University  
Keck Graduate Institute  
LECOM - Bradenton Campus  
LECOM - Distance Education Pathway

LECOM - Erie Campus  
Larkin University  
Long Island University  
Marshall B. Ketchum University  
Mercer University  
Midwestern University - Chicago Campus  
Midwestern University - Glendale Campus  
Northeast Ohio Medical University (NEOMED)  
Notre Dame of Maryland University  
Nova Southeastern University  
Pacific University Oregon  
Palm Beach Atlantic University  
Philadelphia College of Osteopathic  
Medicine  
Presbyterian College  
Purdue University  
Regis University School of Pharmacy  
Roosevelt University  
Rosalind Franklin University of Medicine and  
Science  
Samford University  
Shenandoah University  
South College (TN)  
South University (GA)

South University (SC)  
St. John Fisher College  
St. Louis College of Pharmacy  
Sullivan University  
Temple University  
The Medical College of Wisconsin  
The University of Louisiana Monroe  
The University of New Mexico  
The University of North Carolina at Chapel Hill  
The University of Texas at Austin  
The University of Texas at Tyler  
Thomas Jefferson University  
Touro College (NY)  
Union University  
University at Buffalo - SUNY  
University of California - San Diego  
University of California - San Francisco  
University of Charleston  
University of Cincinnati  
University of Colorado  
University of Connecticut  
University of Florida  
University of Georgia  
University of Iowa  
University of Kentucky

University of Michigan  
University of Montana  
University of Nebraska Medical Center  
University of New England  
University of Oklahoma  
University of Puerto Rico  
University of Saint Joseph  
University of South Carolina  
University of South Florida  
University of Southern California  
University of the Pacific (CA)  
University of the Pacific (CA) - Pre-Pharmacy  
Advantage Program  
University of Utah  
University of Washington  
University of Wisconsin  
Virginia Commonwealth University  
Washington State University  
Wayne State University  
West Coast University  
West Virginia University  
Western New England University  
Wingate University - Hendersonville, NC  
Wingate University - Wingate, NC

## BACKGROUND CHECK DESCRIPTION

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

### **Social Security Number Search**

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

### **County Criminal Records Searches**

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

### **Statewide Criminal Records Search**

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

### **Federal Criminal Records Search**

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

### **National Criminal Database Search**

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

#### **National Sexual Offender Database Search**

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

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

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

#### **Search for Dishonorable Discharge from the Armed Forces**

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

#### **International Screening**

International criminal records searches are performed where applicable.

#### **SanctionsBase Screening**

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

### **BACKGROUND CHECK PROCESS**

Upon your initial, conditional acceptance by a participating pharmacy degree program, Certiphi will send an email to the preferred email address you entered in your PharmCAS application. This email will provide you with access to a secure, online form via which you will provide basic identifying information and consent for this report to be procured. Your consent will serve for all pharmacy degree programs, and you will not be asked to provide consent upon receiving additional, conditional acceptance offers by participating pharmacy degree programs. You will be charged a \$25 administrative fee by Certiphi Screening, Inc.

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

- You will have ten (10) calendar days from the date this email is sent to review your report prior to this report being made available to the participating pharmacy degree programs. If you do not review this report, the report will be distributed after this period elapses.
- You will be provided with an opportunity to contest the accuracy of the contents of the report within the specified ten (10) calendar day period. The report will not be released to the participating pharmacy degree 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 pharmacy degree program who offered an acceptance and initiated the request for this report.

Should you choose to do so, for a fee, you may procure your own report from Certiphi in advance of the PharmCAS-facilitated report. This is not required and the optional report will not take the place of the report to be procured at the time of conditional acceptance by a participating pharmacy degree program. If you have concerns over past criminal issues appearing on a background report in error (for example, for matters that have been expunged or sealed), we recommend procuring this optional report.

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

## **Centralized Drug Screening Program**

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

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

### **DRUG SCREENING PROCESS**

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

Once you have provided payment, Certiphi Screening, Inc. will provide additional instructions on available drug screening collection facilities to be used for specimen collection. Upon report

completion Certiphi Screening, Inc. will send an email to your preferred email address notifying you that your drug screening report is complete. A copy of the report will also be provided immediately to the Pharm.D. program(s).

**Additional Notes:**

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

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

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

**PARTICIPATING PROGRAMS**

Belmont University  
Binghamton University - SUNY  
California Health Sciences University  
Campbell University  
Chapman University  
Chicago State University  
High Point University  
Husson University  
Keck Graduate Institute  
LECOM - Bradenton Campus  
LECOM - Distance Education Pathway  
LECOM - Erie Campus  
Larkin University  
Long Island University  
Marshall B. Ketchum University  
Mercer University

Pacific University Oregon  
Palm Beach Atlantic University  
Philadelphia College of Osteopathic Medicine  
Roosevelt University  
Rosalind Franklin University of Medicine and Science  
South College (TN)  
St. Louis College of Pharmacy  
The Medical College of Wisconsin  
The University of North Carolina at Chapel Hill  
The University of Texas at Austin  
The University of Texas at Tyler  
The University of Texas at Buffalo - SUNY  
University of Kentucky  
University of Saint Joseph

## VERIFICATION AND GPAs

### VERIFYING YOUR COURSE HISTORY

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

#### REPORT ALL OF YOUR COURSES EVEN IF THEY ARE NOT A PHARM.D. PROGRAM PREREQUISITE!

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

### GPA CALCULATIONS

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

#### PharmCAS Grades and Weights

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

#### Undergraduate GPAs

- Science, Non-Science, Math, Undergraduate Cumulative

#### Graduate / Professional GPAs

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

#### Overall Cumulative GPA

- Undergraduate, Graduate, and Professional Study

#### Course Subject GPAs

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

#### GPAs by Academic Status

- Freshman, Sophomore, Junior, Senior, Post-BS, Graduate, and Professional

#### College/University GPA

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



### **PharmCAS GPA CALCULATION RULES**

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

- GPAs include verified course data from regionally accredited U.S. postsecondary institutions only.
- All courses with credit hours and a PharmCAS Grade are calculated into the PharmCAS GPAs, regardless of whether the credit counts toward a degree or counted toward a college/university GPA.
- If the course credit hours or grade are missing, the course is excluded from the PharmCAS GPAs. PharmCAS will NOT calculate GPAs by totaling grade values and dividing by the number of courses completed.
- PharmCAS counts grades and hours assigned by the school where the courses were originally taken, not by any school that has granted transfer credit. (The only exception to this rule is Study Abroad coursework that transferred to a U.S. institution with itemized credit and grades.)
- **PharmCAS will include ALL initial AND repeated course work in its GPA calculations** (including those repeated under freshman forgiveness, academic bankruptcy, and other related institutional policies).
- **Grades and credit hours for all FAILED courses will be included in the PharmCAS GPA, even if they are not included in the GPA calculations of the transcript-issuing institution.** The Pharm.D. programs to which you are applying may recalculate your GPA excluding repeated coursework.
- The following course types are **not** counted in PharmCAS GPA calculations:
  - Advanced Placement
  - CLEP
  - Audit
  - Deferred
  - Institutional/Departmental Exam
  - International Baccalaureate
  - Incomplete
  - Pass/Fail
  - Withdrawn/Withdrawn Passing
  - Withdrawn Failing
- If "Quarter", PharmCAS system will automatically convert quarter hours to semester hours (Quarter Hour x .667).
- If "Unit", PharmCAS manually converts unit credits to semester hours for each course.
- PharmCAS determines which courses should be included in each by referring to code in "Course Subject" field.
- Grade value of the course is multiplied by the semester hours for that course. The product of this multiplication equals the quality points.
- Cumulative quality points are divided by the cumulative attempted hours. (Total Quality Points / Total Credit Hours Attempted = GPA)

*PharmCAS Instructions for the Fall 2018 Entering Class*

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

**NUMERIC GRADING SCHEMES**

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

***For Transcripts with no alpha grade key***

<b>Grade on Transcript</b>	<b>"PharmCAS Grade"</b>	<b>Value</b>
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)

***For Transcripts with no alpha grade key***

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

### **NARRATIVE (NON-GRADED) TRANSCRIPTS**

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

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

### **MILITARY TRANSCRIPTS AND OTHER UNIQUE GRADING SCHEMES**

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

### **REVIEWING PharmCAS GPA CALCULATIONS**

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

**Example:**

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

**GPA Calculation**

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

**DEGREE VERIFICATION**

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

During the Fall Academic Update, PharmCAS will verify any new degrees earned since the application was initially submitted and verified. PharmCAS will not verify any new degrees earned in the 2017 spring or summer terms.

Pharm.D. programs are instructed not to automatically interpret a PharmCAS-reported "NO" in the degree earned fields to mean that the applicant entered falsified information. PharmCAS and designated Pharm.D. 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. Pharm.D. programs reserve the right to contact the applicant or registrar directly, if they have questions about the status of a degree.

**PharmCAS INVESTIGATIONS**

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

## Privacy

All data gathered by PharmCAS in the process of providing its centralized application service become, at the close of each processing year, the property of the American Association of Colleges of Pharmacy (AACCP). 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 AACCP to not report any average unless more than four values are used to calculate that average. AACCP 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 AACCP aggregate research, directory information and communications with the Pharm.D. 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 Pharm.D. 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 Pharm.D. program is available only to that Pharm.D. 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 Pharm.D. programs and appropriate pre-health professions advisors. PharmCAS will only discuss an application with the applicant and the applicant's designated Pharm.D. programs. Staff will not discuss an application with a parent, spouse, relative, friend, or employer.

## Security

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

### **INTERNET SECURITY MEASURES**

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

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

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

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

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

## About AACP

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

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

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

American Association of Colleges of Pharmacy

<http://www.aacp.org/pharmacareers>