

Welcome to SOPHAS

SOPHAS is a service for the CEPH accredited schools of public health. Accredited schools of public health have a combined faculty of over 10,000 and educate more than 25,000 students annually from every state in the U.S. and most countries throughout the world. The schools graduate approximately 8,400 professionals each year. More information about the schools, degree programs and deadlines can be found at: www.sophas.org/search.cfm

Number of Designated SOPHAS Schools	Fee
1	\$115.00
2	\$155.00
3	\$195.00
4	\$235.00
5	\$275.00

All designations over 5 are an additional \$40.00 each.

Deadlines

Apply Early! Processing for SOPHAS begins in September but individual schools of public health have different deadlines. Check with individual schools' admissions offices for the specific deadlines for your schools of public health designations. Submitting materials early will ensure timely processing and help avoid delays.

You should submit your application as soon as you have completed the online information. Processing will then begin when all required official transcripts, letters of recommendation, and payments are received by SOPHAS. It is your responsibility to ensure application materials and official transcripts meet designated deadlines. Once you have submitted payment, refunds cannot be made.

You should submit your materials before the deadlines. Though the processing time is usually shorter, during peak periods, it may take up to four (4) weeks to process your application and mail it to your designated schools of public health. Keep in mind that holiday and end-of-term schedules can also create backlogs in the registrar's office that may delay the mailing of the transcripts. SOPHAS 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 obtain expedient processing nor does sending application materials or transcripts via express or certified mail guarantee receipt by SOPHAS.

SOPHAS Application Fees

The fee for using SOPHAS is based on a graduated scale that varies according to the number of schools of public health you designate to receive your application information.

The SOPHAS application fee schedule is as follows:

Applicants may pay with a credit card, check, or money order made payable to SOPHAS. SOPHAS accepts Mastercard, Visa, Discover and American Express.

Application Fee Waivers

A limited number of application fee waivers are available. Please e-mail SOPHASinfo@SOPHAS.org if you would like to know if fee waivers are still available. Fee waiver requests must be received and processed prior to submitting a SOPHAS application. To be considered for a SOPHAS fee waiver, applicants must fill out and submit a Fee Waiver Request Form (found online) as well as submit additional documentation specific to the waiver program for which you are applying.

After you create your account for an application, please see the detailed instructions found within the SOPHAS application for more information about fee waivers.

Before you apply

Before you submit your application, you must make sure SOPHAS will receive official copies of your transcripts. Request an additional copy of your transcripts for your use in completing the Coursework section of your application.

U.S. Transcripts: You must request that the registrar of each U.S. institution you have attended submits one complete set of official transcripts directly to SOPHAS. We highly encourage you to submit your request with the [transcript request form](#) which is found online (see image below), to ensure that your transcript is successfully matched with your application. Student copies of transcripts or copies sent to SOPHAS by the applicant cannot be accepted. Transfer credit appearing on a transcript cannot

be accepted in lieu of an official transcript from the institution where the course work was taken.

[SOPHAS ID: xxx00612612] | [Logout](#)

Application > [Colleges and Universities Attended](#)

Transcript Request Form	College	Degree	Status	Earned/ Anticipated	Major	2nd Major/ Minor	Update
	xxx021 - VA - XXXXXX XXXXXX UNIVERSITY September 1985 - May 1989	B.A. Bachelor of Arts	Degree Awarded	May 1989	BUSINESSMANAGEMENT	ECONOMICS	

Foreign (non-U.S.) Transcripts: Some schools require copies of transcripts (also known as marks sheets) from foreign institutions, while others require an evaluation of coursework taken at foreign institutions by an evaluation service. It is your responsibility to determine which documents are required by the school of public health to which you are applying. Please refer to http://www.sophas.org/documents/SOPHAS_Intl.pdf and/or schools' websites for more information.

If your designated schools of public health require that you use an evaluation service such as WES, you must contact the Evaluation Service for its specific transcript-receipt policies. A partial list of evaluation services can be found on the online instructions.

All institutions attended (including foreign institutions) must be listed on your application (Section 10). However, it is not necessary to list all coursework undertaken at a non-U.S. institution in your application (Section 11).

MY TOOLS

- MY APPLICATION
- MY PROFILE
 - Account Information
 - Change Password
- PRINT APPLICATION
- MY MESSAGES
 - 📧 - New Mail **[1]**
 - 📧 - 1 saved messages
- HELP**
- FAQs
- Contact Us
- Instructions

My Application

APPLICATION CHECKLIST

- Incomplete - Complete - Required

Applicant Information

- Personal Information >
- Contact Information >

Additional Information

- Research and Work Experience >
- Community and Volunteer Service >
- Additional Information >
- Relevant Honors and Awards >
- Other Relevant Information >

Academic History

- Tests >
- Colleges and Universities Attended >
- Coursework >
- Curriculum Vitae / Resume >
- Personal Essays >**

Instructions for Reapplicants

If you submitted an application between September 2009 and August 2010, you have the option to update and re-submit your application. Personal information, work and research experience may be updated. Verified coursework will carry over and cannot be edited, though new coursework may be added. The following must be resubmitted: CVs, letters of recommendation and statement of purpose and objectives. The regular SOPHAS fee will be charged to resubmit your application.

General Instructions

Enter all information in mixed case. Do not enter your information in all upper-case or all lower-case letters.

Section 1: Contact Information: Fill out this section as completely as possible. Your application cannot be submitted without this information. If there are any fields that are required but that you cannot answer due to extenuating circumstances, please contact SOPHAS customer service prior to mailing your application to SOPHAS. International applicants: please enter your name in the application exactly as it appears on your passport. Also, you are required to enter your international address as the permanent address, regardless of your current residence.

Section 2: Personal Information: Fill out this section as completely as possible. Your application cannot be submitted without this information. This information is used strictly for statistical and reporting purposes, and will not affect any admissions decisions.

Sections 3,4,6,7: Research and Work Experience, Community and Volunteer Service, Relevant Honors and Awards, Other Relevant Information: These sections are available for you to enter the appropriate information commensurate with these sections. Please fill in the fields as completely as possible. Even if your designated schools request that you submit a CV/resume, you may wish to complete this section as well because this section allows the schools to view a brief description of your relevant experience.

Section 5: Additional Information: This section is required. You must answer all questions in this section in order for your application to be considered complete.

Section 8: Language Proficiency: This section will ask you to report your proficiency in reading

*For complete instructions, please see the detailed instructions found within the SOPHAS application portal.

writing, listening and speaking in up to five languages. If English is your only language, do not complete this section.

Section 9: Standardized Tests: This section is optional. Make sure to check with your designated schools of public health to see whether they require any standardized test scores. If your schools require such scores you must enter the scores on this application and then arrange to have your scores sent directly from the appropriate testing service either to SOPHAS or to your designated schools, depending on the policies of your designated schools.

PCAT – <http://www.pcatweb.info> – Use Code # 124

MCAT – <http://www.aamc.org/students/mcat/start.htm> - Please refer to "SOPHAS (Schools of Public Health Application Service)". No code is used.

TOEFL – <http://www.toefl.com> – Use Code #5688 SOPHAS, Massachusetts

IELTS - <http://www.ielts.org/> - Applicants should inform test center administrator that scores should be released electronically to SOPHAS

GRE – <http://www.gre.org/> - The majority of SOPHAS schools have their GRE scores sent to SOPHAS. Schools should be designated individually. To expedite the matching of your GRE score(s) with your application, please have your GRE Registration ID(s) available when completing the test section of the application. Please see SOPHAS instructions for more information.

GMAT, LSAT, MAT and DAT – Have official scores sent directly to your designated institutions.

Section 10: Colleges/Universities Attended: This section is required. Include all undergraduate, graduate, vocational, professional institutions you are either currently or have attended in this section. Both institutions in the U.S. and outside of the U.S. must be entered. If you did not have a major or did not receive a degree at any of your institutions attended, indicate "N/A" in these fields.

Section 11: Coursework: You must enter all coursework taken at any U.S. undergraduate, graduate, post-baccalaureate, and vocational institutions in this section. You must use official transcripts from the institutions you attended to complete this section. Do not attempt to enter coursework from one school using transfer credit listings on another—this will result in inaccuracies and delays and may necessitate that your application be sent back to you for editing. Please refer to the coursework section on-line for complete instructions on entering coursework.

Section 12: Curriculum Vitae: Some schools require either a curriculum vitae or a resume be submitted with your application. Please check with the schools to which you are applying to

find out if either is required. If you will be submitting a C.V. or resume with your application, you may upload this document in the CV/resume section.

Section 13: Statement of Purpose and Objectives: This section is required. The statement of purpose and objectives is intended to give you the opportunity to submit a narrative to each school to which you are applying describing your past education, experience, and current professional career objectives. You are encouraged to comment on any or all of the following: plans you have to use your education and training; the needs and/or challenges you perceive as important in your field of study; and any personal qualities, characteristics, and skills you believe will enable you to be successful in your chosen field of study. If you wish to send different essays to different schools, you may save each essay individually in the online application and may upload the statement to the appropriate schools. Your statements(s) must be limited to approximately 1500 words. You are encouraged to compose your statement in a text-only word processor (e.g., Notepad, not Word), review your statement for errors, then cut and paste the final version into the text box. Please see our full instructions online for more complete formatting instructions.

Application > **Personal Essays**



INSTRUCTIONS FOR THIS SECTION

ADD NEW ENTRY

Name Of Personal Essay	Personal Essay Preview	Update
XYZ School	The reason why I am interested in attending the school of public health is	 
School #2	I am interested in public health as a career choice because I have a great	 

PRINT

Section 14: References: Three letters of reference are required by SOPHAS but you may select up to five people to write letters of reference for your SOPHAS application. The participating schools of public health have individual policies regarding how many letters are required and who should be listed as a recommender, so be sure to contact the schools of public health to which you plan to apply before you contact your recommenders to ask about the individual schools' letter of recommendation policies.

You may list each recommender either as a Paper Reference or as an Electronic Reference, depending on your References' preferences. SOPHAS can only accept letters of reference in

*For complete instructions, please see the detailed instructions found within the SOPHAS application portal.

the format you have designated in your SOPHAS application so please be sure about the format before you designate your references.

If you designate a Paper Reference you must enter his/her mailing address, print a copy of the Reference Request Form that will be available once you save the Reference's information in your application, and mail/fax/deliver this Form to your Reference for him/her to fill out and send to SOPHAS.

If you designate a Reference as an Electronic Reference, you must enter his/her e-mail address and an e-mail from SOPHASinfo@SOPHAS.org will automatically be sent as soon as you save the Reference's information in your SOPHAS application. We also recommend that you let your e-recommenders know that they will be receiving a message from SOPHAS from: SOPHASinfo@SOPHAS.org and that they may wish to "allow" this email address so that the SOPHAS email message does not go into your recommenders' spam filters. Be sure to contact any References that you have designated as Electronic References after you have saved their information in your SOPHAS application to insure that they received e-mailed instructions and log-in information. References should be instructed to click on the link in the e-mail they receive and log into their Reference Portals with the log-in information provided. You should advise your Reference to read the instructions and FAQs in their Reference Portal, and to contact SOPHAS if they have any questions or concerns.

Section 15: Designations: You may select the school(s) and the specific degree program(s) to which you wish to apply in this section. Please be sure to indicate the specific degrees, program areas and concentrations (if applicable) in which you are interested.

Each school of public health may have a different policy regarding the number of degrees and concentrations to which at an applicant may apply to. Please use the Designation Rules table found in the SOPHAS application as a guide to correct designation of schools, degrees and programs. It is your responsibility to investigate the policies of your designated schools—incorrectly selected designations may delay the processing of your application.

When you select a school of public health, you may be prompted to answer a few additional questions that are specific to the particular school(s) to which you are applying. Please

answer these questions and keep in mind that your answers will only be viewed by the specific school(s) asking the questions.

Submitting Your Application

You should submit your application by the submission deadlines listed in the designation section of SOPHAS. All deadlines are midnight eastern time of stated deadline date. Please be aware that during peak processing times, processing your application may take at least 4 weeks so we encourage you to submit your application as early as possible. Be sure to print out a copy of your application for your own records prior to submitting it to SOPHAS.

SOPHAS will send you an email:

- when your application has been e-submitted, coursework has been verified and GPAs are calculated;
- when your application is complete and ready for mailing;
- when your application has been mailed, and;
- in the event of a problem with your application.

SOPHAS will not contact you to acknowledge receipt of your application materials. It is your responsibility to track the status of your application. See below for information on how to check the status of your application.

Check Your Status

After you apply, you can check on the status of your application via the status menu. Please check back frequently to ensure that all of your documents have been received.



Contact Us

You may contact SOPHAS Customer Service with any questions or comments at 617-612-2090 or SOPHASinfo@SOPHAS.org.