

MHCM – SOPHAS and Application – Frequently Asked Questions

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1. Where do I send official documents – such as transcripts?

We recommend requesting 2 copies of your transcripts. One copy should be sent directly to SOPHAS, the other should be held unopened by the applicant. Successful applicants will be required to send the second copy to the HSPH Office of Admissions in order to matriculate.

For regular mail, please use these addresses:

SOPHAS
PO Box 9111
Watertown, MA 02471-9111

HSPH Office of Admissions
158 Longwood Ave
Boston, MA 02115-5810

Please use this address for overnight documents:

SOPHAS
c/o Liaison International
311 Arsenal Street, Suite 15
Watertown, MA 02472

HSPH Office of Admissions
158 Longwood Ave
Boston, MA 02115-5810

2. Where do I send official test scores?

Official test scores should be sent directly the Harvard School of Public Health; there are different designations for different tests. Please use the codes here:

- a. GRE: designation #3456
- b. MCAT: Harvard School of Public Health
- c. TOEFL: designation #3456

3. Is there anything I can do to expedite the 3-5 week processing time that SOPHAS estimates?

Yes! Including your social security number in both your SOPHAS application and test score form will expedite the time it takes for your complete application to reach the Harvard School of Public Health.

4. Who actually reviews my application? SOPHAS or the schools I am applying to?

Your application to the Harvard School of Public Health will be reviewed by an admissions committee here at the school, in the department to which you applied. SOPHAS does not make any admissions decisions – the system verifies the accuracy of your material and consolidates it into one application form.

5. Do I really have to enter in all of my previous coursework?

Yes, for all schools that you attended in the US you must enter each course title, grade, and number of hours into the SOPHAS application. However, a fee for service option is available. The fee is \$150 independent of the number of transcripts. Look for detailed instructions below. With either option, you must send your official transcripts to SOPHAS at the address listed above. If interested in the data entry service, please contact SOPHAS at sophasmgr@sophas.org. Please allot 2 weeks from the time of receipt of your transcripts to SOPHAS for this service.

6. How long may my Statement of Purpose and Objectives be?

Your personal essay may be up to 1,000 words.

7. Does the School of Public Health require any additional application materials?

No, the Harvard School of Public Health does not require any supplementary information.

8. How will I know if the Harvard School of Public Health has received my application yet?

Your completed application will be sent to Harvard School of Public Health approximately 3-5 weeks after SOPHAS has received all required application materials. You will receive an official email notice that your application has been received from Harvard School of Public Health. Please feel free to call the Office of Admissions regarding your application status at (617) 432-1031.

9. Is there someone I can call to get an update on the status of my application?

Please feel free to call Bob Woods, Admissions Coordinator and our dedicated admissions officer at the Harvard School of Public Health. (617) 432-1041. You may also send an email to them regarding your application status at: bwoods@hsph.harvard.edu. Fax: 617-432-7080.

10. Whom should I call if I have technical issues with the SOPHAS application?

Please call Liason International, the company that runs SOPHAS at (617) 612-2090 for any technical issues. Their customer service line is available Monday through Friday, 9am-5pm EST.

11. Whom should I call to ensure that all of my materials have been received by SOPHAS?

First check your application portal; the status box will be updated when a new credential is received by SOPHAS. For materials sent to SOPHAS, please call (617) 612-2090 to ensure their arrival. Their customer service line is available Monday through Friday, 9am-5pm EST.

12. I only want to apply to the Harvard School of Public Health is there a different application or should I still apply through SOPHAS?

Even if you only want to apply to Harvard School of Public Health, you should still go through the SOPHAS application service.

13. I have additional questions about SOPHAS. Where can I find more information?

There is a wealth of information available here on SOPHAS's website: <http://www.sophas.org/FAQ.cfm>

SOPHAS Coursework Entry Service Applicant Agreement

Coursework entry is an optional service provided by SOPHAS staff in which the Coursework section ONLY will be completed by SOPHAS Application Processors after your application has been e-submitted and paid for. In order for your application to be processed as efficiently as possible, it is important that you review and fully understand the instructions and policies below.

Applicant Name: _____ SOPHAS ID#: _____

Number of U.S. Transcripts: _____ Total U.S. Degrees (Bachelor or above): _____

The Applicant Understands:

- All sections other than the Coursework page must be filled out completely and accurately before esubmitting application to SOPHAS.
- It is the applicant's responsibility to report all schools in the Colleges and Universities Attended section.
- Coursework entry cannot begin until SOPHAS receives all required transcripts.
- SOPHAS will not contact any institutions on your behalf to obtain required documents. If SOPHAS staff discovers that additional transcripts are required, you will be contacted via e-mail and it will be your responsibility to arrange for the documents to be sent to SOPHAS.
- Coursework will be entered within 10 business days from the receipt of your last required transcript.
- The Coursework Entry Service Fee of \$150.00 does not include your regular application fees. You must still pay for your application through the SOPHAS website. SOPHAS does not provide refunds under any circumstances.
- Your application must be e-submitted within one week of the receipt of this form at SOPHAS.

Signature

Date

Instructions:

1. Complete all sections of your SOPHAS application other than the Coursework section. Be sure to list all institutions on your Colleges and Universities Attended page. Print transcript request forms and arrange for official transcripts to be sent to SOPHAS from all institutions attended.
2. Create the first session for each U.S. institution that you have attended and add the first course for each session; this is necessary in order for the website to allow you to e-submit.
3. E-Submit your application.
4. Fill out this form, make a photocopy for your records, and send the original to the address at the bottom of the page. Include a check or money order in the amount of \$150.00 made payable to "SOPHAS."
5. Monitor the status of your application; you will be notified via e-mail when this form is received and you can check the receipt status of your transcripts in the Status section. Coursework entry will proceed once all required transcripts as well as your payment and Agreement are received.
6. You will receive an e-mail once your coursework entry has been completed. Contact SOPHAS if you have not received this e-mail within 10 business days of the receipt of your last required transcript.

SOPHAS
c/o Liaison International
311 Arsenal Street, Ste 15
Watertown, MA 02472
ATTN: Christopher Jones
Tel: (617) 612-2090 E-mail:
SOPHASmgr@SOPHAS.org