

MERLIN Documentation

Applicant Interface

Table of Contents

Getting Started	1
Creating a Merlin Account	2
Starting an Application	3
HSC General Information – if applicable	5
Submitting HSC General Information.....	10
Oath of Residency – Required on most applications.	11
GPA Calculation – if applicable	14
Fees and Other Charges – if applicable.....	16
Forms Module – If applicable	19
Application Packet Submit	19
Applicant Status Review	21
Interview Scheduling	22
Admissions Offer.....	23

Getting Started

Select **Log In** on the Welcome bar, if you have an eRaider account, login with eRaider. If you do not have an eRaider account, select Merlin and create a Merlin account.



Creating a Merlin Account

Select the Merlin login button and the following screen will be displayed.

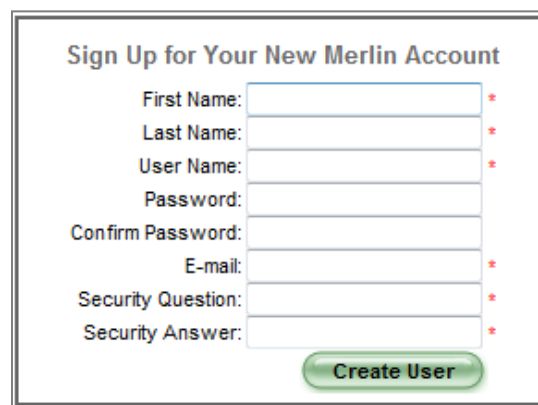


The image shows a 'Merlin Sign In' window. It contains fields for 'User Name:' and 'Password:', a green 'Sign In' button, and three links: 'No Merlin Account?' (circled in red), 'Forgot password?', and 'Forgot MerlinID?'. A small cartoon wizard character is also visible on the right side of the window.

Select **No Merlin Account?** And create an account. The email address provided will be the primary email address for your application. For those applicants who have been required to complete other applications as part of the application process (i.e. TMDSAS, CASPA), please use the email address used for those applications as your primary email address in MERLIN. This email address will be used to communicate important information to you during the application process. Also, you will not be able to look up your MERLIN username or password if this email address is not valid. Please set your primary email address to an address that you will have access to for at least one year. Do not set your primary email address to an address that will become unavailable to you because of graduation, etc.

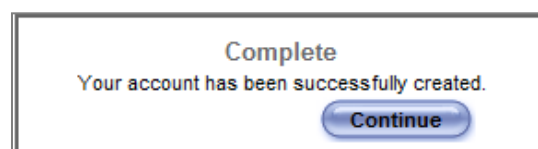
If you need an email address that fits the above criteria, may we suggest Hotmail (www.hotmail.com), Yahoo (www.yahoo.com) or Gmail (www.gmail.com).

The following fields will need to be populated in order to create a MERLIN account.



The image shows a 'Sign Up for Your New Merlin Account' form. It includes fields for 'First Name:', 'Last Name:', 'User Name:', 'Password:', 'Confirm Password:', 'E-mail:', 'Security Question:', and 'Security Answer:'. Each field has a red asterisk to its right, indicating it is required. A green 'Create User' button is located at the bottom right of the form.

Once the information has been supplied select **Create User**, the following screen will be displayed.



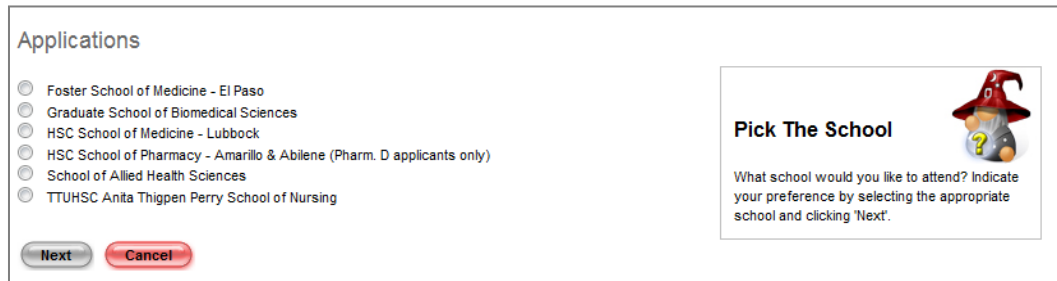
The image shows a confirmation screen with the heading 'Complete' and the message 'Your account has been successfully created.' Below the message is a blue 'Continue' button.

Select **Continue** to begin the application process.

Starting an Application

To begin an application, select the **start application** button .

The following screen will appear, select the school you wish to apply to and then select **Next**.



Applications

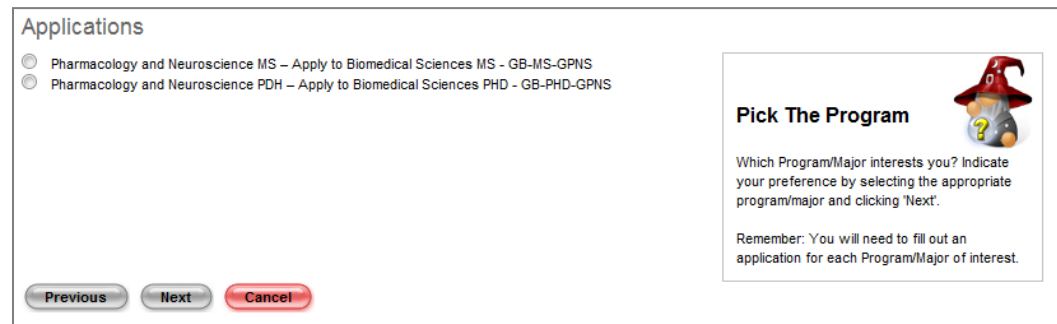
- ☐ Foster School of Medicine - El Paso
- ☐ Graduate School of Biomedical Sciences
- ☐ HSC School of Medicine - Lubbock
- ☐ HSC School of Pharmacy - Amarillo & Abilene (Pharm. D applicants only)
- ☐ School of Allied Health Sciences
- ☐ TTUHSC Anita Thigpen Perry School of Nursing

Pick The School

What school would you like to attend? Indicate your preference by selecting the appropriate school and clicking 'Next'.

Next **Cancel**

The following screen will appear, select the application you wish to apply to and click on **Next**.



Applications

- ☐ Pharmacology and Neuroscience MS – Apply to Biomedical Sciences MS - GB-MS-GPNS
- ☐ Pharmacology and Neuroscience PDH – Apply to Biomedical Sciences PHD - GB-PHD-GPNS

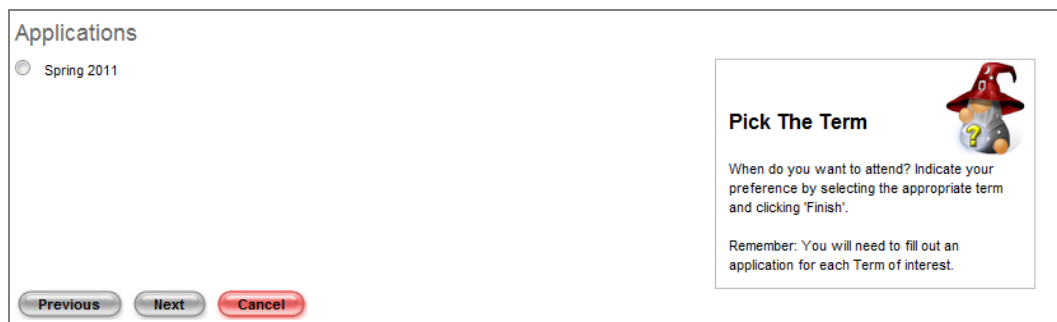
Pick The Program

Which Program/Major interests you? Indicate your preference by selecting the appropriate program/major and clicking 'Next'.

Remember: You will need to fill out an application for each Program/Major of interest.

Previous **Next** **Cancel**

The following screen will appear, select the term you wish to apply to and click on **Next**.



Applications

- ☐ Spring 2011

Pick The Term

When do you want to attend? Indicate your preference by selecting the appropriate term and clicking 'Finish'.

Remember: You will need to fill out an application for each Term of interest.

Previous **Next** **Cancel**

Review the selected criteria, if it is correct, select **Finish**, if an item needs to be corrected, select **Previous** and make necessary corrections prior to selecting **Finish**.

Applications

Please review your selection.

School: Graduate School of Biomedical Sciences
Major: Pharmacology and Neuroscience PDH – Apply to Biomedical Sciences PHD – GB-PHD-GPNS
Term: Spring 2011

Previous Finish Cancel

Application Information

Review your application information.

Remember: You will need to fill out an application for each Term of interest.


From this point forward this application can be saved and exited without losing information previously entered. The application can be continued by logging in with the Merlin Username created or eRaiderID associated with the current application. Applications that have been initiated previously are listed in the Applications screen.

In order to submit your application, all applications sections must be completed. Those sections that contain a checkmark (✓) indicate the section is complete. Those sections that contain a wrench (🔧) indicate that the section has been started but is not yet complete. Those sections that contain an arrow (➡) indicate that the section has not been started. Those sections that contain an exclamation point (!) indicates that action needs to be taken and those sections that are grayed out are not accessible until another section is first completed. As indicated in the screen below.

Start Application

Pharmacology and Neuroscience PDH – Apply to Biomedical Sciences PHD
Graduate School of Biomedical Sciences

SPRING 2011
CLOSES: 11/1/2010 12:00:00 AM


OPEN

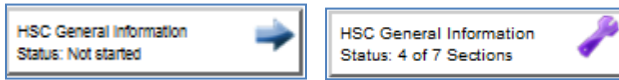
In order to submit your application, all application sections must be completed. The Application Packet has not been submitted until there is a check mark on the Application Packet Submit section.

<div>HSC General Information Status: Not started ➡</div> <div>Oath of Residency Status: Not started ➡</div> <div>Fees and other charges Status: Not started ➡</div>	<div>Forms Required: <ul style="list-style-type: none"> * GRE Scores * Essay * Immunization * Reference * Employment History * Enrollment Intentio... Optional: <ul style="list-style-type: none"> • Financial Statement ➡</div>	<div>Applicant Status Review ⓘ</div> <div>Admissions Offer ⓘ</div> <div>Application Packet Submit !</div>
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The Application page displays the applications that have been started, and the status of each. To return to the applications page at any time, click on the Application button in the gray Welcome bar at the top of the page.

Select the incomplete sections by clicking on them.

HSC General Information – if applicable



HSC General Information section contains seven sub-sections:

- Biographical information
- Emergency Contacts
- College
- Background Check
- Address
- Additional
- Bacterial Meningitis

As each sub-section is completed, there are several options for continuing:

Previous Section

When selecting **Previous Section**, all information in the current sub-section will be saved and the previous sub-section will be displayed.

Next Section

When selecting **Next Section**, **all** information on the current sub-section will be saved and the next sub-section will be displayed.

Save Section

When selecting **Save Section**, **all** information on the current section will be saved. Select this option if you need to return to the application at a later date.

Submit General Information

When selecting **Save General Information** all information that has been supplied for the General Information section will be submitted. Once the information is submitted, it will not be editable. Select this option **only** if the General Information section is complete.

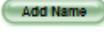
Biographical

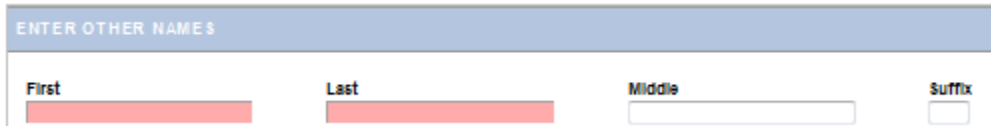
Required information in the biographical information sub-section is:

- Date of Birth
- Gender



Furnishing Social Security Numbers is voluntary and not required for enrollment at TTUHSC. However TTUHSC is required by federal law to report to the Internal Revenue Service the name, address and Social Security Number of persons from whom tuition and related expenses are received. Dependent students may be required to disclose their parent's Social Security Number for financial aid purposes. Failure to provide Social Security Number information may delay or even prevent your enrollment, or financial aid. An applicant to TTUHSC may request the use of

an alternative identification number until enrollment. TTUHSC will not disclose a Social Security Number for any purpose not required by law without the consent of the individual. The use and disclosure of Social Security Numbers is regulated by the Family Educational Rights and Privacy Act (FERPA).

To add previous or other names used select the **Add Names**  button and enter the required information.



The form is titled "ENTER OTHER NAMES" in a blue header. Below the header are four input fields labeled "First", "Last", "Middle", and "Suffix". The "First" and "Last" fields have red borders, while "Middle" and "Suffix" have white borders. The "First" and "Last" fields are currently empty, while "Middle" and "Suffix" contain some text.

Enter the information for the other names used and select the **Save Name**  button. The system will not save the information automatically. The Save Name button must be selected. If there are no previous or other names to add, select the **Cancel**  button.

Address

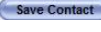
Required information in the Address sub-section is:

- Permanent Address Line 1
- Permanent City
- Permanent Zip
- Permanent Country
- Current Address Line 1
- Current City
- Current Zip
- Current Country

Emergency Contacts

Required information in the Emergency Contact sub-section is:

- Name
- Phone Number

At least one Name and Phone Number for an emergency contact is required. The **Save Contact**  button must be selected in order to save the contact information entered. If it is not selected the General Information will be incomplete and cannot be submitted.

ENTER CONTACT INFORMATION		
Name <input type="text"/>	Title <input type="text"/>	Phone <input type="text"/>
Address Line 1 <input type="text"/>	Address Line 2 <input type="text"/>	Apartment <input type="text"/>
City <input type="text"/>	State <input type="text"/>	Country <input type="text" value="United States"/>
Postal Code <input type="text"/>	Email Address <input type="text"/>	Relationship <input type="text"/>
<input type="button" value="Save Contact"/>		

Additional

Below is an example of the information that may be asked for in the Additional Information screen. All or some of these fields may be present on the application. Information on this screen is optional.

ADDITIONAL INFORMATION	
Family Income per year <input type="text" value="0"/>	Father's Education Level <input type="text"/>
Household Size <input type="text" value="1"/>	Mother's Education Level <input type="text"/>
OBLIGATIONS	
<input type="checkbox"/> I have obligations preventing participation in extracurricular activities <i>Check each box that applies to preventing your participation in extracurricular activities.</i>	
<input type="checkbox"/> I have Other Family Obligations	Other Family Obligations Explanation <input type="text"/>
<input type="checkbox"/> I Supplement Family Income	Supplement Family Income Explanation <input type="text"/>
<input type="checkbox"/> I Provide Primary Care for a family member	Provide Primary Care Explanation <input type="text"/>
OTHER	
<input type="checkbox"/> I am related to a regent Click to view a list of the Board of Regents <input type="checkbox"/> I am currently on academic suspension <input type="checkbox"/> I have previously applied for admission to Texas Tech University, Texas Tech University School of Law, or Texas Tech University Health Sciences Center <input type="checkbox"/> I have Dual Credit or Concurrent Enrollment	

College

Below is an example of the information that may be asked for in the College Information screen. All or some of these fields may be present on the application. Required information in the College sub-section is:

- Degree you will seek
- Current Institution
- Previous Institution

COLLEGES

COLLEGE EXPERIENCE

☐ I am a Former Student

Number of Transfer Hours Earned
 0

Degree You Will Seek
 [Redacted]

Last Term Attended
 [Redacted]

EDUCATIONAL INTEREST

Major Area Of Interest Or Specialty

[Redacted]

Check all that apply:

☐ I would Seek a Fellowship
☐ I would Seek a Graduate Assistantship
☐ I would Seek a Research Assistantship
☐ I would Seek a Teacher Certification
☐ I would Seek a Teaching Assistantship
☐ If I had No Financial Award I would still Enroll If Offered
☐ I have a Bachelor Degree
☐ I am Seeking a Second Bachelor Degree
☐ I am a Non Degree Seeker

CURRENT INSTITUTION


Institution Presently Attending

Set Institution Presently Attending

School Name / FICE Code [Redacted]

Go
 Advanced

☐ Currently not Attending an Institution

Search Institution
 

Search key words to find your current institution or enter the school's FICE Code.

EXAMPLE: To find Texas Tech University, search "Texas Tech" and scroll down. If you do not see your institution in the top 20 institutions, refine your search using common search words (Univ or Inst) or try using the Advanced Search.

To view the list of FICE Codes, pop-ups must be enabled.

PREVIOUS INSTITUTIONS

☐ No Previous Institution Attended

Add College

Bacterial Meningitis

The Bacterial Meningitis sub-section provides the students with information such as risk and exposure, symptoms and diagnosis, treatment and prevention of bacterial meningitis. The 77th Texas Legislature (2001) passed a law (Chapter 51.9191: Chapter 38, Education Code, Section

38.0025) requiring that all public institutions of higher education in Texas provide all new students information about bacterial meningitis. Once you have read this screen and understand the content, select the ***I Understand*** checkbox. If you have further questions phone numbers to the Texas Department of Health, TTU Student Health Services, TTUSHC Family Practice Clinic and URLs with additional information are provided.

Before submitting the application, the checkbox must be selected indicating that you understand the information presented.

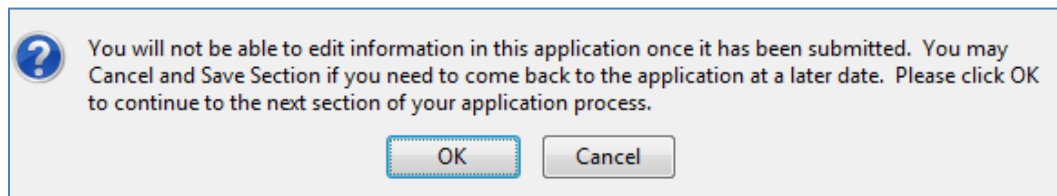
Background Check

The Background Check sub-section contains the notice to applicants, students, trainees and residents that a background check will be conducted. Once the screen is read and understood, the ***I Understand*** checkbox will need to be selected. For further information a link to the TTUHSC operating policy is provided.

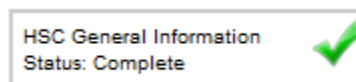
Before submitting the application, the checkbox must be selected indicating that you agree to undergo a mandatory criminal background check.

Submitting HSC General Information

Once all the required information has been supplied, the General Information section can be submitted by selecting the **Submit General Information** button. The following message will appear asking you to verify that you wish to submit the current section and proceed to the next section.



When **Ok** is selected, this section of the application will be submitted and will no longer be editable. The HSC General Information Section status will indicate that it is complete as shown below.



In order to submit your application, all application sections must be completed. The Application Packet has not been submitted until there is a check mark on the Application Packet Submit section.

HSC General Information Status: Complete	Forms Required: * Pharmacy * Experience... * Additional Pharmacy... * Personal Information * Enrollment Intentio... * PCAT Test Scores * Employment History * Personal References... * Recommendation * Requ... * Application Signatu... * PharmD/MBA Program	Applicant Status Review
Oath of Residency Status: Not started		Interview Scheduling
GPA Calculation Status: Not started		Admissions Offer
Fees and other charges Status: Not started		Application Packet Submit
HSC Application Fee Status: Not started		

NOTE: Applications vary from school to school. Complete all the modules that are listed on your application before it can be submitted.

Oath of Residency – Required on most applications.

Select the Oath of Residency box on the application screen. Below is an example of the information that may be asked for on the Oath of Residency. All or some of these fields may be present on the application. As the Oath of Residency is being filled out, the answers may or may not open up additional questions. Complete all questions on the form before checking the Certification of Residency box. Below are some examples of the different screens.

Core Residency Questions

Texas Higher Education Coordinating Board rule 21.731 requires each student applying to enroll at an institution to respond to a set of core residency questions for the purpose of determining the student's eligibility for classification as a resident.

PART A - STUDENT BASIC INFORMATION.

Name Student ID Number

Date of Birth

PART B - PREVIOUS ENROLLMENT.

1. During the 12 months prior to the term for which you are applying, did you attend a public college or university in Texas in a fall or spring term?

☐ No ☐ Yes

Depending on the answer to Question 1 above, Merlin will then show one of two screens. If the answer is No, the following will be displayed.

Core Residency Questions

Texas Higher Education Coordinating Board rule 21.731 requires each student applying to enroll at an institution to respond to a set of core residency questions for the purpose of determining the student's eligibility for classification as a resident.

PART A - STUDENT BASIC INFORMATION.

Name

Student ID Number

Date of Birth

PART B - PREVIOUS ENROLLMENT.

1. During the 12 months prior to the term for which you are applying, did you attend a public college or university in Texas in a fall or spring term?

☒ No ☐ Yes

PART C - RESIDENCY CLAIM.

Are you a resident of Texas?

☒ No ☐ Yes ☐ Uncertain

Of what state or country are you a resident?

PART I - CERTIFICATION OF RESIDENCY.

☐ I understand that officials of my college/university will use the information submitted on this form to determine my status for residency eligibility. I authorize the college/ university to verify the information I have provided. I agree to notify the proper officials of the institution of any changes in the information provided. I certify that the information on this application is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action.

Save

Save and Continue

Depending on the answer to Part C on the Oath of Residency, the system will either give you the above screen if the answer is No, or the screen below if the answer is Yes.

If the answer on Part C is No, fill in your state or county that you are a resident of, check the Certification of Residency box and then choose either **Save** or **Save and Continue**.

If the answer on Part C is Yes, answer all of the questions in Part D – Acquisition of High School Diploma or GED. Each question answered may or may not open up additional questions. After all questions are answered, check the Certification of Residency box and then choose either **Save** or **Save and Continue**.

Core Residency Questions

Texas Higher Education Coordinating Board rule 21.731 requires each student applying to enroll at an institution to respond to a set of core residency questions for the purpose of determining the student's eligibility for classification as a resident.

PART A - STUDENT BASIC INFORMATION.

Name

Student ID Number

Date of Birth

PART B - PREVIOUS ENROLLMENT.

1. During the 12 months prior to the term for which you are applying, did you attend a public college or university in Texas in a fall or spring term?

☒ No ☐ Yes

PART C - RESIDENCY CLAIM.

Are you a resident of Texas?

☐ No ☒ Yes ☐ Uncertain

PART D - ACQUISITION OF HIGH SCHOOL DIPLOMA OR GED.

1. a. Did you graduate from high school or complete a GED in TX?

☐ No ☐ Yes

2. Did you live in TX the 36 months leading up to the high school graduation or the completion of the GED?

☐ No ☐ Yes

3. When you begin the semester for which you are applying, will you have lived in TX for the previous 12 months?

☐ No ☐ Yes

4. Are you a U.S. Citizen or Permanent Resident?

☐ No ☐ Yes

Save

Save and Continue

If the answer to Part B – Previous Enrollment is Yes, the following screen will appear. Answer all of the questions in Part B. Each question answered may or may not open up additional questions. After all questions are answered, check the Certification of Residency box and then choose either **Save** or **Save and Continue**.

Core Residency Questions

Texas Higher Education Coordinating Board rule 21.731 requires each student applying to enroll at an institution to respond to a set of core residency questions for the purpose of determining the student's eligibility for classification as a resident.

PART A - STUDENT BASIC INFORMATION.

Name **Student ID Number**

Date of Birth

PART B - PREVIOUS ENROLLMENT.

1. During the 12 months prior to the term for which you are applying, did you attend a public college or university in Texas in a fall or spring term?
☐ No ☒ Yes

2. What Texas public institution did you last attend? (Give the full name, not just the initials.)

3. In which terms were you last enrolled? (check all that apply)
☐ Fall
☐ Spring

4. During your last semester at a Texas public institution, did you pay resident (in-state) or nonresident (out-of-state) tuition?
☒ Resident(in-state) ☐ Nonresident(out-of-state) ☐ Unknown

5. If you paid in-state tuition at your last institution, was it because you were classified as a resident or because you were a nonresident who received a waiver?
☒ Resident ☐ Nonresident with a Waiver ☐ Unknown

PART C - CERTIFICATION OF RESIDENCY.

☐ I understand that officials of my college/university will use the information submitted on this form to determine my status for residency eligibility. I authorize the college/ university to verify the information I have provided. I agree to notify the proper officials of the institution of any changes in the information provided. I certify that the information on this application is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action.

GPA Calculation – if applicable



Select the **GPA Calculation** box on the application screen. Below is an example of the information that will appear on the GPA Calculator screen. The GPA Calculator will list the GPA points and credits as well as the Summary of the information that has been entered. Click on the **Add New Course** button on the screen.

GPA Calculator for Clinical Services Management, Bachelors Fall 2009	
INSTRUCTIONS	
These are the instructions for the GPA Module.	
STATISTICS	
GPA: 0.000 Points: 0 Credits: 0	Summary 0 / 10 Required Courses Completed 0 / 4 Optional Courses Completed
	
ENTER NEW COURSES	
<input type="button" value="Add New Course"/>	
TEXAS COMMON CORE	
Please add a course.	

Once **Add New Course** has been selected, the system will ask you to **Select a group** and then **Select a course** from the dropdown menus. Once those options have been selected, a screen similar to the following will appear. When the information is being filled out for the course if Lab Graded Separately is checked then the *CourseName* Lab screen will appear. If the Lab Graded Separately box is not checked, then the *CourseName* Lab screen will not appear. Once all information is entered for the course, select **Save**.

ENTER NEW COURSES				
Select a group		Select a course		
All		Elective I		
ELECTIVE I				
Course Name	Course Number	Year	Credits	
Elective I	12345	2009	2	
Institution Name	Term	Grade	Has a Lab	Lab Graded Separately
TTUHSC	Spring	A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ELECTIVE I LAB				
Lab Name	Lab Number	Year	Credits	
Elective I Lab	12345	2009	2	
Institution Name	Term	Grade		
TTUHSC	Spring	A		
<input type="button" value="Cancel"/> <input type="button" value="Save"/>				

Repeat the procedure for all remaining courses making sure to select **Save** after each course entered. Once the courses are entered, they can be edited or removed by selecting the Edit or Remove buttons as shown below.



TEXAS COMMON CORE					
Course		Course Details			
Elective I	 	Course Name	Course Number	Year	Credits
		Elective I	12345	2009	2
		Institution Name	Term	Grade	Has a Lab <input checked="" type="checkbox"/>
		TTUHSC	Spring	A	Lab Graded Separately <input checked="" type="checkbox"/>
		Lab Name	Lab Number	Year	Credits
		Elective I Lab	12345	2009	2
		Institution Name	Term	Grade	
		TTUHSC	Spring	A	

Fees and Other Charges – if applicable


Selecting the Fees and other charges box on the applications screen will bring up the following screen.

eCommerce for the MD-MD-MED Major for Fall 2011

Items marked with an asterisk (*) are required fees that must be paid to be able to continue with the process.

Fee Description	Amount	Status	Payment Date	Shopping Cart
* Secondary Application Fee	50.00			
Placement Guarantee Fee	100.00			



View Cart

Select the **Add to Cart**  button beside the fee that you want to pay. (The Secondary Application Fee is required in order to submit your application packet.) Clicking Add to Cart will set the status of the payment to Started.


eCommerce for the MD-MD-MED Major for Fall 2011

• PLACEMENT GUARANTEE FEE HAS BEEN ADDED TO YOUR CART.

Items marked with an asterisk (*) are required fees that must be paid to be able to continue with the process.

Fee Description	Amount	Status	Payment Date	Shopping Cart
* Secondary Application Fee	50.00	Started		
Placement Guarantee Fee	100.00	Started		

View Cart

After all fees have been added to your cart, click on **View Cart**. After selecting View Cart, you will have the option of removing items from the cart by selecting the **Remove from Cart**  button beside the item to be removed. Select the method of payment and click on **Check Out**

Check Out button. To go back to the shopping cart, click the **Go Back To Shopping** button.

eCommerce for the MD-MD-MED Major for Fall 2011

Fee Description	Amount	Shopping Cart
Secondary Application Fee	50.00	
Placement Guarantee Fee	100.00	
Total:	150.00	

☐ Pay By Money Order
 ☒ Pay with Credit Card

Check Out
Go back To Shopping

Select the method of payment and then click on the **Check Out** button. This will bring up the eCommerce Payment system screen. Enter all of your information and select Verify Details.

Texas Tech Secure Payment System

Please enter your payment details below, including the Billing Address as it appears on your credit card statement.

Your card will be charged \$100.00

Credit Card Number*:

Card Type*:

Expiration Month*:

Expiration Year*:

Card Security Code*:

First Name*:

Last Name*:

Address 1*:

Address 2:

City*:

Country*:

State*:

Zip Code*:

Card Security Code

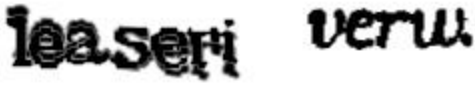
The next screen that will appear will allow the review of the applicant's credit card information. Once the information is reviewed, enter the two words in the CAPTCHA box and click on **Submit Order**. If information needs to be changed, click on the **Back** button or to cancel the payment entirely, click on the **Cancel** button.

NOTE: The CAPTCHA words must be entered in order for the payment to process correctly. If the applicant cannot read the words, they can click on the **Refresh** button to get new words, click on the **Audio** button to hear the information verbally, or click on the **Help** button for additional information.



Texas Tech Secure Payment System

Please carefully review your information below.

<i>Your card will be charged :</i>	\$100.00
<i>Credit Card Number:</i>	4111111111111111
<i>Card Type:</i>	1
<i>Expiration Month:</i>	07
<i>Expiration Year:</i>	14
<i>Card Security Code:</i>	123
<i>First Name:</i>	Testing
<i>Last Name:</i>	User
<i>Address 1:</i>	333 Ash Avenue
<i>Address 2:</i>	
<i>City:</i>	Lubbock
<i>State:</i>	TX
<i>Zip Code:</i>	79430
<i>Country:</i>	United States

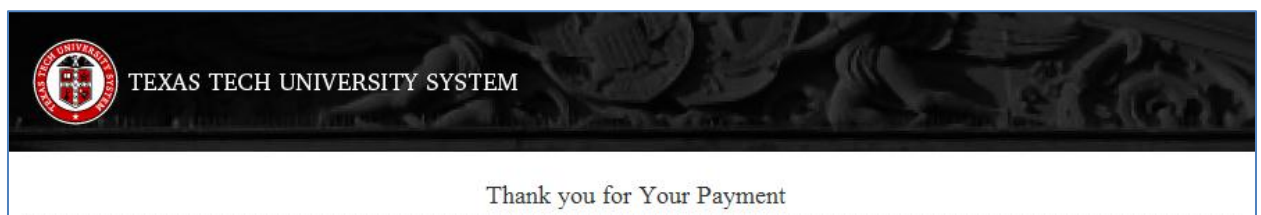


Type the two words:

reCAPTCHA™
 stop spam.
 read books.

Once the **Submit Order** button has been clicked there will be a confirmation page. If there are any problems with your payment, there will be information on this page instructing on what to do next.



Forms Module – If applicable

Select the Forms module from the applications screen. You will need to fill out all of the required forms in order to submit the Application Packet. The forms module will vary depending on the school that is being applied to. Below is an example of the forms module.

Forms

INSTRUCTIONS

There are two types of forms in Merlin and they are either administered by Merlin or simply tracked by Merlin. External resource or Merlin administered forms can be optional or required. All required items must be submitted to complete the forms section of your application process.

External resource form

Forms that are tracked by Merlin but are administered external to Merlin are called external resource forms and are linked to an item separate from Merlin. External resource forms must be filled out and sent in to the school in question to be completed.

Merlin Administered Forms

Forms that are administered and tracked by Merlin allow you to supply the requested information directly into Merlin. You may save your progress as you go. Once you have submitted your application packet you may view what you entered but you may not edit it.

Required Forms

- General Nursing Information
- Nursing Licence
- Diversity: Additional Information
- Personal Information
- Enrollment Intentions
- TASP Scores
- Employer

Optional Forms

Check my forms status

Continue

Once all required forms are completed and saved, there will be a green check mark in the forms module on the applications screen. If there are still required forms that are not completed, you will see a purple wrench in the forms module.

Application Packet Submit

Select the Application Packet Submit box on the Application screen once all of the modules have a green check mark as seen below.

Start Application

Medicine MD

FALL 2011

HSC School of Medicine - Lubbock

CLOSES: 10/1/2011 11:59:59 PM

OPEN

In order to submit your application, all application sections must be completed. The Application Packet has not been submitted until there is a check mark on the Application Packet Submit section.

Fees and other charges

Status: Complete

Forms

Required:

✓ Secondary Applicati...

Applicant Status Review

Interview Scheduling

Admissions Offer

Application Packet Submit

Select **Application Packet Submit** box on the Application screen. Once the Application Packet Submit button is selected, Merlin will ask for agreement to the terms as seen below.

Application Packet Submission

I certify that the information in this application is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action.

You further certify that the foregoing statements are true, complete and correct. You are required to affirm that the account you are currently signed into is your own and that this affirmation equates to digital signature of your compliance with this application. The user sign in that is required to access this application serves as your digital signature for affirmation purposes. This signature guideline is in compliance with the UETA Guidelines for the Management of Electronic Transactions and Signed Records. For more information please click [here](#).

You are required to read the statements below. You may wish to print this page for your own records; however, we ask that you not send in a printout of this page.

I understand that the Admissions Office does not regard applications as complete until all applications and supporting documents have been received. Supporting documents include:

- TMSAS application (AMCAS application for MD/PhD applicants)
- Declared letters of evaluation
- Official MCAT scores (from last 5 years)
- Secondary application and digital signature
- \$50.00 application fee

Your digital signature affirms that you acknowledge the Criminal Background Check Policy. Completion of this form with your digital signature is considered to be part of your application to Texas Tech University Health Sciences Center, School of Medicine.

1.) I certify that the information in this application is complete to the best of my knowledge and is my work. I acknowledge that submission of any false information is grounds for rejection of my application, withdrawal of an offer of acceptance, or dismissal after enrollment.

2.) I understand that it is my responsibility to ensure that my TMSAS application (AMCAS application for MD/PhD applicants) and secondary application are submitted by October 1, 2009 and that your TMSAS Certification (AMCAS certification for MD/PhD applicants) and fees are received by October 10, 2009.

3.) From ATTACHMENT A, Page 1, HSC OP 10.20, August 31, 2005

CRIMINAL BACKGROUND CHECK NOTICE TO STUDENTS/TRAINEEES AND RESIDENTS

As of August 12, 2005, the Texas Tech University System Board of Regents approved a policy requiring that Texas Tech University Health Sciences Center (TTUHSC) obtain criminal background checks for students/trainees and residents in the various clinical training programs in order to protect healthcare patients. Affiliating institutions that provide training to TTUHSC students/trainees and residents have routinely begun requiring affiliated healthcare training programs such as TTUHSC to comply with requirements imposed on their employees by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO). Thus, TTUHSC is not able to place trainees at these institutions unless our students/trainees and residents have undergone a criminal background check (CBC). The CBC will be used to determine eligibility, character and fitness for meeting the educational, training and licensure requirements, where applicable, of the respective healthcare professions. The cost for performing any and all CBC(s) will be the responsibility of each student. The information regarding criminal history records information will be obtained via the student's self-disclosure and a background check conducted by an outside vendor. This confidential information will be provided to TTUHSC and submitted only to those persons with a legitimate need to know. Refusal to consent to a criminal background check as and when deemed necessary by the respective TTUHSC School or Graduate Medical Education program will preclude the student from continuing his/her education or training at TTUHSC, i.e., will result in immediate dismissal of those persons already matriculated/enrolled and will cause TTUHSC to withdraw its offer of admission to applicants who have not yet matriculated/enrolled. I have read this document and understand its implications, and further agree that I will be required to undergo a mandatory criminal background check. I understand that any determination of ineligibility for participating in clinical training, as determined by the specific education/training program in which I am enrolled/assigned, will result in dismissal from TTUHSC.

☒ I acknowledge that I have read the statements above and I certify that the information in this application is complete and correct.


Submit

Check the box beside “I acknowledge that I have read the statements above and I certify that the information in this application is complete and correct” and click on **Submit**. There will be a pop up box that asks if the applicant is sure they want to submit. It will also inform the applicant that once the packet is submitted, it can no longer be modified. If the packet is ready to be submitted, click on **Submit**.

Are you sure you are ready to submit your application packet?

Once the application packet has been submitted, you will not be able to make any additional changes.

Submit **Cancel**




The applicant will then get a confirmation screen letting them know that the submit process was successful.

Application Packet Submission

- APPLICATION SUBMITTED SUCCESSFULLY

Application Packet Submitted!



Thank you for submitting your application packet. Your application packet was recieved on Friday, May 13, 2011 9:20:11 AM.

Please click on Application button on the grey menu bar at the top of the page to view your Applicant Status, Offer Status, etc. If you have any other questions or concerns, please contact the school. Contact information for each school can be accessed from the Home page.

The Application page displays the applications that have been started, and the status of each. To return to the applications page at any time, click on the Application button in the gray Welcome bar at the top of the page. Click on any incomplete box to see the status.

In order to see an **Interview offer**, **Admissions Offer**, or the **Applicant status**, just click on either of the sections from the applications screen.

Start Application

Medicine MD

FALL 2011

CLOSES: 10/1/2011 11:59:59 PM

OPEN

HSC School of Medicine - Lubbock

In order to submit your application, all application sections must be completed. The Application Packet has not been submitted until there is a check mark on the Application Packet Submit section.

Fees and other charges

Status: Complete

Forms Required:

Secondary Applicati...

Applicant Status Review

Interview Scheduling

Admissions Offer

Application Packet Submit

Applicant Status Review

Select the **Applicant Status Review** box to see the status of the application process. The screen will look similar to the one below.

Applicant Status Review for Pharmacy Fall 2010

The following table shows required admission items and their status. Blank status indicates that the item has yet to be received. As the application process continues, this list will be updated with any new requirements. If you see the Requirements marked as Unavailable, there is no information available for this section.

PROGRAM REQUIREMENTS

Item	Required	Complete
GPA Calculation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pharmacy Personal Information Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Enrollment Intentions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Personal Reference Form 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Personal Reference Form 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personal Reference Form 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pharmacy Signature Page	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pharmacy Experience Essay	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplemental International Student Application	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Pharmacy Information	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employment History	<input type="checkbox"/>	<input type="checkbox"/>

Interview Scheduling

Select the **Interview Scheduling** box on the applications page to see if there is an interview offer from the School admissions office. If the applicant has an interview offer, it will look similar to the screen below.

Interview Scheduling for Pharmacy Fall 2010

Select an Interview Session

☒ Abilene: 8:00 AM - 9:00 AM Tuesday, July 05, 2011

Withdraw Application

Request Alternate Date

Accept Interview

On this screen, there are three options.

- **Withdraw Application** – Withdraws the application from the school and declines the interview.

Interview Scheduling for Medicine MD Fall 2011

- YOU HAVE WITHDRAWN YOU APPLICATION. IF THIS HAS BEEN DONE IN ERROR PLEASE CONTACT THE ADMISSIONS OFFICE.

- **Request Alternate Date** – Requests an alternate date.

Interview Scheduling for Pharmacy Fall 2010

- THE ADMISSIONS COORDINATOR WILL BE NOTIFIED OF YOUR REQUEST FOR AN ALTERNATE INTERVIEW DATE.

[Withdraw Application](#)

- **Accept Interview** – Notifies the Admissions office that the interview has been accepted.

Interview Scheduling for Pharmacy Fall 2010

- INTERVIEW SCHEDULED

You are scheduled for the following interview session. Contact the admissions office for any changes.

Location: Abilene
Session: Session 1
Date: Tuesday, July 05, 2011
Time: 8:00 AM - 9:00 AM

Admissions Offer

Select the **Admissions Offer** box on the applications page to see if there is an Admissions Offer from the School admissions office. If the applicant has an admissions offer, it will look similar to the screen below.

Admissions Offer for Pharmacy Fall 2010

Congratulations, you have been offered a position!

You have until the expiration date listed below to either accept or decline the offer.

7/15/2011

After this date you will need to contact the admissions office if you still wish to accept.

[Decline Offer](#) [Accept Offer](#)

On this screen there are two options:

- **Decline Offer** – Selecting Decline Offer will put the applicants status as Declined and they will see a screen similar to the one below.

Admissions Offer for Pharmacy Fall 2010

You have declined your admissions offer.

If you would still like to accept the offer, please contact the admissions office.

- **Accept Offer** – Selecting Accept Offer will set the applicants offer status to Accepted and they will see a screen similar to the one below.

Admissions Offer for Pharmacy Fall 2010

I accept the offer of admission to the Texas Tech University Health Sciences Center HSC School of Pharmacy - Amarillo & Abilene (Pharm. D applicants only).

Cancel

Accept

Selecting Cancel will take the applicant to the previous screen. Selecting Accept will set the applicant's status to Accepted and they will see a screen similar to the one below.

Admissions Offer for Nursing, RN to BSN Fall 2009

Congratulations, Jo Test!

Welcome to the Texas Tech University
Health Sciences Center
HSC School of Nursing - Lubbock!

