

# Helpful Suggestions for Completing the Application Process for Pharmaceutical Sciences

- **Summer/Fall Application Deadline: March 1 - On-line application and supporting documentation must be submitted by the application deadline or the application will not be considered for admission.**
- Request a course-by-course evaluation of all international transcripts. A list of agencies that provide this service can be found at the following link: <https://www.ttuhschool.edu/Merlin/help/faq.aspx>
- Report GRE and TOEFL scores to TTUHSC; the institute code for GSBS is 6851. GRE scores must not be more than 5 years old/TOEFL scores must not be more than 2 years old.
- Please allow ample time for transcript evaluation and GRE/TOEFL score reports to be sent to TTUHSC. If these documents are not available at the time of application review, your application cannot be considered for admission. It takes approximately 2 weeks to process a transcript evaluation; allow additional time for report to be sent to TTUHSC.
- Prepare a statement of purpose about why you want to be a scientist and please state your research interest.
- Complete and submit an on-line application at the following link: <https://www.ttuhschool.edu/merlin/>. Select Graduate School of Biomedical Sciences application, Pharmaceutical Sciences and term. Please be advised that currently the Graduate Program in Pharmaceutical Sciences has available positions for students pursuing Doctoral studies only. Students wishing to pursue a Masters degree are encouraged to consider our PhD program. *Special note: minimum degree requirement to apply to the PhD program is a bachelor's degree in a science related area.*
- Pay the nonrefundable \$45 application fee for each application submitted. *Special note: If the application system prompts you to pay \$100 – STOP and exit out of the application. Proceed to the Graduate School of Biomedical Sciences Application to continue.* **Application fee paid for the School of Pharmacy PharmD program will not be refunded.**
- To complete the application process, print the required forms, (links to the forms are available in the on-line application) and send to the TTUHSC Registrar in Lubbock (address is listed below). Do not send any documents to Amarillo – it will only delay your application. Please be advised that the following documents must be submitted by the March 1 deadline; otherwise, application will not be processed for review:

## **All Applicants:**

1. Official Transcripts from all colleges/universities attended (Must show completion of bachelor's degree)
2. Oath of Residency (must be an original document)
3. Immunization Report
4. 2 Letters of Reference to accompany Letter of Reference form from the application page
5. GRE (must be reported directly from ETS – fax or scanned copies not accepted)

## **International Applicants:**

6. TOEFL (must be reported directly from ETS – fax or scanned copies not accepted)
7. Transcript Evaluation (must be reported directly from agency – fax or scanned copies not accepted)
8. Financial Statement (must be an original document)
9. Statement from Sponsor's Bank (must be an original document)

## **Send documents to:**

Texas Tech University HSC  
Student Services  
GSBS Application Support Documents  
3601 4<sup>th</sup> Street, Stop 8310  
Lubbock, TX 79430

- Your application is not submitted until you see "**PACKET SUBMITTED**" with a large green checkmark to the right.
- Applicant may check the status of their application at any time – dates will be posted when documents have been received by the Registrar's Office in Lubbock.
- Applicants will be notified by email if approved for admission.

You may contact the Graduate Program Coordinator if you have any questions regarding the application process:  
[Teresa.Carlisle@ttuhsc.edu](mailto:Teresa.Carlisle@ttuhsc.edu)