

SOPHAS Application Checklist and Timeline

Vanderbilt Master of Public Health Program

Select a track (Epidemiology, Global Health, or Health Policy) and **begin online application in SOPHAS**

Request **transcripts** from all U.S. and English Canadian institutions you received college-level credit from, including credits transferred to other institutions.

If you earned your prior degree(s) at an institution outside of the U.S. (*this does not apply to study abroad programs*), your international university coursework must be evaluated by World Education Services (WES). Contact WES as early as possible because the evaluation process may take several weeks after your international transcripts are received by WES.

Identify your references in SOPHAS under "Evaluations." At least two **letters of reference** (or evaluations) must be received in order for your application to be considered complete, and three letters are preferable.

Use the following codes to request **official standardized test score reports** from ETS:

- GRE: **#0111, Vanderbilt MPH Program SOPHAS**
- MCAT: **SOPHAS (Schools of Public Health Application Service)**
- TOEFL: **#5688, SOPHAS in Massachusetts**

Official score reports should be sent directly from ETS to SOPHAS. According to ETS, it takes about 10 business days (not counting weekends and holidays) to release a score to SOPHAS once they have been requested. If you have just taken the test, ETS reports a turnaround time of 10-15 business days.

E-submit application to SOPHAS; this includes payment of application fees to SOPHAS. There is no additional application fee for Vanderbilt.

Do not wait for your transcripts, standardized test scores, and letters of reference to be received by SOPHAS to e-submit. These items will be added to your SOPHAS application as they are received.

Once your letters of reference and US transcripts or WES evaluation have been received, your SOPHAS application status will update to "complete."

Once your application becomes "complete," it can take up to four weeks for it to be verified and made available to Vanderbilt during peak periods. All materials should arrive at SOPHAS at least four weeks prior to your earliest deadline to allow for timely processing.

Your application will be put in a queue for verification by SOPHAS. Applications are verified in chronological order by Complete Date. Average turnaround time is about two weeks, but could be up to four weeks during peak periods.

If SOPHAS finds significant mistakes while verifying your coursework, your application will be undelivered and sent back to you with an e-mail explaining what is wrong. You must then correct these errors and RE-SUBMIT the application to SOPHAS in order for SOPHAS to continue processing your application.

Once SOPHAS has verified your application, your status will update to "verified."

The Vanderbilt MPH Program requires that your SOPHAS application have a status of "verified" AND that your official standardized test scores be received by SOPHAS before your application will be reviewed.

SOPHAS status:
SUBMITTED

SOPHAS status:
COMPLETE

SOPHAS status:
UNDELIVERED

SOPHAS status:
VERIFIED

IMPORTANT REMINDERS:

All materials should arrive at SOPHAS at least four weeks prior to your earliest deadline to allow for timely processing.

Once you have submitted your application, log in to SOPHAS and check your application status regularly.