



**Healthcare Administration,
Management & Policy
Centralized Application Service**

APPLICANT USER GUIDE

Instructions > My Application/Application Checklist

My Tools

The My Tools section will display on the left-hand side of your screen at all times to provide easy access to its functions.

My Application

Clicking the My Application link will bring you back to the main application page, or Application Checklist page. Be sure to save any edited information on a page before clicking this link to return to the Application Checklist.

My Profile

The My Profile section allows you to access and edit the information you used to create your HAMPCAS account. You are able to edit your account information at any point during the application process, but certain answers are required so you will not be able to save a blank field. The name used for your account must match the name on your passport or social security card.

You are also able to change your password in the My Profile section. Keep in mind that you must use a password that is 6-10 characters long and made up only of letters and numbers. Passwords are case-sensitive.

Print Application

Clicking the Print Application link will generate an HTML preview of your application. You do not need to wait until you have completed your application to preview it here.

The application preview generated by the Print Application link will not include any statements of purpose or objectives that you have saved, nor any CVs/Resumes that you have uploaded. You cannot view Letters of Reference through your HAMPCAS application in any way. NOTE: The official HAMPCAS application that will be sent to your designated school(s) differs somewhat in appearance from this HTML preview, but contains the same information.

My Messages

Clicking the My Messages link will bring you to your Messages section, where any e-mails that have been sent to you by HAMPCAS staff or have been automatically sent by the HAMPCAS system will be saved. These messages will also be sent to the primary e-mail address used to create your HAMPCAS application. A summary of your messages will appear below the My Messages link in your My Tools menu.

New messages appear in red and will remain red until you have accessed your Messages section. Once you have accessed your Messages section it is assumed that you have read any new messages and they will then be included in your summary of saved messages and will appear in black.

Regular monitoring of the Messages section is vital for the successful and expedient completion of your HAMPCAS application. Be sure to check this section throughout your application process, including after you have e-submitted your application; HAMPCAS staff may need to contact you regarding errors or omissions in your coursework entry. It is your responsibility to check your Messages section and take action on any issues that are communicated to you.

Application Checklist

The Application Checklist is a summary of the completeness of your HAMPCAS application. You will not be able to e-submit your application until the sections marked as required (red box) are shown as complete (yellow

box). If you have questions about why a particular section is not being shown as complete, consult the Instructions and FAQs about that section.

Status

The Status section will allow you to monitor the progress of various aspects of your application. Regular monitoring of the Status section of your application is vital for the successful and expedient completion of your HAMPCAS application. It is your responsibility to check your Status section throughout the application process, including after you have e-submitted your application. You can monitor the receipt status of your application documents at any point by clicking the appropriate link in this menu. HAMPCAS is not responsible for delays to your application caused by missing or late application documents, including transcripts, Letters of Reference, and payment.

Instructions > Contact Information

Current Mailing Address

List the address at which you will be located for the duration of the current application cycle (September 2011 - August 2012). Contact HAMPCAS immediately via email to make changes to your current mailing address after you have e-submitted your application.

Preferred Phone

Enter the telephone number at which you will be most accessible. Keep in mind that HAMPCAS may need to contact you during business hours (9am to 5pm , ET). In the drop-down menu to the right of the number, please indicate which type of phone is your preferred method of communication.

Alternate Phone

Enter a secondary telephone number at which you could be reached if you are not available at your preferred phone number. HAMPCAS will only contact you at your alternate phone number for urgent or time-sensitive issues. In the drop-down menu to the right of the number, please indicate which type of phone is the alternate means of contacting you.

Fax number

Enter your fax number, if applicable. HAMPCAS will never communicate with you via fax, but your designated school(s) may wish to have a working fax number on file.

Approximate Date through which current address is valid

Enter the approximate date through which you will be residing at the address that you used as your current mailing address. If your current address is the same as your permanent address, leave this field blank.

Alternate E-Mail:

Enter an alternate or secondary e-mail address for HAMPCAS staff to use if they need to contact you regarding your application but have not received a response at your primary e-mail address (the e-mail address you used to create your account). In general, e-mailed correspondence will be sent to your primary e-mail address.

Permanent Mailing Address

Indicate the street, city, state, zip code, and country which you consider to be your permanent and/or legal residence. It is not necessary to reenter this information if it is the same as your Current Mailing Address. Place a checkmark in the appropriate box to populate the Permanent Mailing Address fields with your Current

Mailing Address information.

NOTE TO INTERNATIONAL APPLICANTS: Please enter your international address as your permanent address, even if you currently reside in the U.S.

Instructions > Personal Data

Citizenship

Citizenship Status, Country/Territory of Citizenship

Select your citizenship status (US Citizen, US Permanent Resident, or Foreign Citizen) and the country or territory where you are a citizen from the drop-down menus. You must select United States for the Country/Territory if you have selected US Citizen for your citizenship status.

Do you have dual citizenship?

Check yes or no. If you check Yes, select the additional country from the Second Country or Territory drop-down menu.

Do you hold a visa?

If you are not a U.S. citizen, Check yes or no. If you check Yes, you are required to specify the type of visa in the next question. U.S. citizens should check N/A.

What type of visa?

Select the type of visa you hold from the drop-down menu. This is a required field if you answered Yes to the previous question.

What is your current state of legal residence?

Enter in the state that you are legally registered with.

At time of enrollment, for how many years and months will you have lived in this state?

Enter in the number of years then number of months you have lived in the state listed above to indicate the total amount of time you have lived in this state (not the number of years, then translated into months)

Date of Birth

Enter your date of birth in the MM/DD/YYYY format. Be sure to enter the year of your birth, not the current year. An incorrectly entered date of birth may delay the matching of standardized test scores with your application.

City, State/Province, County and Country/Territory of Birth

Select the city, state/province, and country/territory where you were born from the drop-down menus. City and Country/Territory of Birth are required fields, but State/Province and County are optional.

Gender

Check male or female

Number of years living in the US?

Enter the number of years you have lived in the United States of America.

Race/Ethnicity

HAMPCAS programs fully recognize the importance of diversity in their student body and in the health administration,

healthcare management and health policy work force. Accordingly, programs strongly encourage applications from persons from all socioeconomic, racial, ethnic, religious, and educational backgrounds and persons from groups underrepresented in healthcare. Please select any and all of the options in this section which you feel best apply to you.

General

Do you have any materials under another name?

Check Yes if the name you used for your HAMPCAS application differs from your name on any of your application documents that HAMPCAS will receive. If you check Yes, you must type your alternate name(s) in the text field for the next questions, as appropriate. Be sure to type your alternate last name and first name in the correct field - failure to do so may delay the receipt of any application documents that use your alternate name.

Please Note: If the name you used for your HAMPCAS application differs from your name on any of your application documents, be sure to check your transcript receipt status regularly and contact HAMPCAS customer service if you feel there has been a delay.

Instructions > Additional Information

All questions in this section are required.

Have you ever been withdrawn from an institution, been terminated or disciplined for academic performance or conduct violations?

Check the box if you have been withdrawn, disciplined or placed on academic probation while attending an academic institution.

Are you applying for financial aid?

Check yes or no. This question is for informational purposes only. Answering Yes to this question does not constitute an application for financial aid. Be sure to contact your designated program(s) within the universities to apply for financial aid directly.

Do you want to be considered for financial assistance?

Check yes or no. This question is for informational purposes only. Answering Yes to this question does not constitute an application for financial assistance. Be sure to contact your designated program within the universities to apply for financial assistance directly.

Have you ever committed a felony?

Check yes or no. If yes, briefly explain, when the felony occurred, what was the outcome and current circumstances surrounding the felony.

Instructions > Language Proficiency

Language Proficiency

This optional section allows you to inform your designated school(s) of your proficiency in the English language for applicants that English is a second language.

Is English your native language?

Answer this question with a yes or no. If no, from the drop-down menu, select your native language. Then indicate your ability to Read, Speak, Write, and Listen in English.

You should use the following general definitions to determine the level of your proficiency:

Low: Some experience with the language, but would have difficulty communicating with native speakers.

Medium: Could communicate effectively with native speakers of the language, but is not fluent.

High: Fluency in language.

Once you have appropriately adjusted the drop-down menus for all four criteria, click and confirm that your Language Proficiency listing is correct.

Instructions > Test Information

HAMPCAS schools may have varying standardized test requirements so please research the specific standardized test requirements of each institution to which you are applying by clicking [HERE](#)

In this section, please list the month and year you have taken any of the standardized tests listed below and the scores you received. For standardized tests that you have not yet taken, but plan to take, please list the expected test date (month and year).

This section is optional, but specific schools may require standardized test scores for admissions consideration.

SELF-REPORTED SCORE INSTRUCTIONS

List the dates taken and scores reported for the tests below:

MCAT
TOEFL
PCAT
GRE
GMAT
LSAT
IELTS

HAMPCAS cannot provide any assistance or information regarding the specific score-reporting procedures for these standardized tests. If you have questions or concerns about the process, contact the appropriate standardized test company.

The scores you enter in this section are not considered official.

HAMPCAS cannot provide any information regarding standardized test score requirements for individual schools and programs. Please contact the admissions office directly for this information.

Instructions > Institutions Attended

List ALL undergraduate, graduate, and professional institutions you have attended, are currently attending or plan to attend. This section is required.

Enter all colleges and universities you attended even if the courses are not required for admission or the credit has been transferred to another institution. Include non-degree programs (e.g., summer school) and foreign institutions attended. If you have attended an institution for multiple degrees, enter a separate listing for each degree and adjust the dates on each listing accordingly.

HAMPCAS requires a separate official transcript from EVERY Institution attended, including university extensions. Your official transcripts will be used by HAMPCAS staff to verify the grades you have entered in your coursework section. Keep in mind that if you have attended a university and its extension school, the extension school coursework often appears on a separate transcript. It is your responsibility to make sure HAMPCAS receives official transcripts for all of your coursework.

Schools have varying requirements for transcripts from foreign institutions. You must contact the specific school(s) to which you are applying for their policies regarding foreign transcript and foreign coursework evaluations. Please forward all documents related to attendance at a foreign institution to HAMPCAS as is required by the individual schools.

You must enter all coursework from all U.S. Institutions that you have attended on the Coursework page of your HAMPCAS application. You cannot enter coursework for any non-U.S. schools that you have attended. If you do not enter any coursework for a U.S. school that you have listed, you will be unable to e-submit your application, and if you do not enter your coursework from a U.S. school completely or correctly, your application will be returned to you for correcting during the verification process. HAMPCAS is not responsible for delays in the processing of your application due to incomplete or incorrectly entered coursework. It is your responsibility to truthfully report all attended institutions and provide official transcripts to HAMPCAS.

All transcripts must arrive in the HAMPCAS office by the application deadline set by your designated program(s) to insure timely processing of your application. To view the specific deadlines for specific programs, click [HERE](#). HAMPCAS does not enforce transcript deadlines. If one or more of your required U.S. transcripts arrives after the transcript deadline of your designated school(s), HAMPCAS will still process your application. HAMPCAS cannot process your application until all of your U.S. transcripts are received. Please note that HAMPCAS is not responsible for late transcripts and cannot guarantee that applications that do not meet a school's transcript deadline will still be considered for admission.

Please send all transcripts to:

HAMPCAS
Transcript Department
P.O. Box 9122
Watertown, MA 02471

ADDING A SCHOOL:

To add a new school listing to your Institutions Attended page, click the Add New Entry link and enter the following information:

Name of College or University

Click in the text field to select your college or university from the HAMPCAS list of schools. You cannot type text into this field.

U.S. Institutions are listed by state. Institutions outside the U.S. are listed by country.

If you do not see your institution in the list, check to see if it may be listed under an alternate name. Otherwise, please select either "NOT LISTED US School".

If you select "NON-US (FOREIGN) INSTITUTION," please answer the question: "Name of foreign institution:" by selecting your college or university from the list of foreign institutions. If you do not see your college or institution listed under the country in which it is based, you may type the name directly into the field.

College level:

Select Undergraduate, Graduate, Technical/Vocational, or Post BS/BA Undergraduate from the drop-down menu. Your selection for College Level is for information purposes only and will not determine which GPA the coursework from this school will affect. If you attended an institution for multiple degrees, or continued taking Post-BS/BA or Technical/Vocational courses after receiving a degree at the institution, you should enter a separate listing for each degree, or for your degree and your non-degree coursework at that school.

Dates of Attendance

Enter the beginning and end (or anticipated end) dates of attendance for each school listing. If you attended a school for multiple degrees, enter a school listing for each degree and adjust the beginning and end dates accordingly.

Degree

If you earned a degree from the institution, select the appropriate degree from the list. If you did not earn a degree from the institution, select "No Degree." If the degree you received is not listed in the drop-down, select "Other" and specify the degree in the text field.

Degree Status

Select "Degree Awarded," "Degree Expected," or "No Degree Planned" depending on the status of your degree for this institution at the time you submit your application to HAMPCAS.

Month Degree Earned or Anticipated

Enter the month in which you earned or expect to earn the degree. If you will not earn a degree from this institution, leave this field blank.

Year Degree Earned or Anticipated

Enter the year in which you earned or expect to earn the degree. If you will not earn a degree from this institution, leave this field blank.

First Major

Enter your official major course of study at the institution, if applicable. Select "No Major" if none.

Second Major or Minor

Enter second official major or minor course of study at the institution, if applicable.

PRINTING TRANSCRIPT REQUEST FORMS

The Colleges and Universities Attended section of the HAMPCAS application allows you to print Transcript Request Forms, which you must print and advise your registrar's office to attach your official transcript copy when it is sent to HAMPCAS. This form helps HAMPCAS properly match your official transcripts to your HAMPCAS application. If your current name is different from the name listed on your transcript, you MUST

include both your current and former name on the Transcript Request Form.

HAMPCAS understands that your Registrar or Records Office may neglect to attach your Transcript Request Form to the transcript that they send. HAMPCAS can still accept your transcripts without the Transcript Request Form, but this may delay the document's receipt by 2-3 days.

HOW TO PRINT A TRANSCRIPT REQUEST FORM

1. Login to your HAMPCAS application, and select the Institutions Attended folder from the Application Checklist
2. To the left of each of your Colleges and Universities Attended you'll find a link for the Transcript Request form
3. Click the button () associated with the Institution for which you want to print a Transcript Request form. This will initiate the download of a PDF file.
You will need the Adobe Acrobat Reader to view and print the File.
4. Print out and then complete the form and submit it to the Registrar or Records Office at your institution.
5. Be sure to advise the Registrar Office to enclose the Transcript Request Form with your official sealed transcript and mail it directly to the HAMPCAS Transcript Processing Center. Official transcripts that are not accompanied by the Transcript Request Form when they arrive at HAMPCAS may take longer to process into your application.
6. Be sure to print, complete, and mail the Transcript Request form for each institution you've entered as having attended.

IMPORTANT NOTE: Each of your Transcript Request Forms is unique. Each form has the name of an institution indicated on it. Please be sure to send the correct form to each of your institutions. Transcripts sent without the appropriate Transcript Request form may result in the delay of your application.

Instructions > Coursework

BEFORE YOU BEGIN

Applicants must first complete the Institutions Attended section of the application before entering your coursework history. In addition, you should obtain a copy of each of your transcripts to use when entering your coursework.

You are required to report your coursework from all U.S. institutions attended as closely as possible to how it appears on your transcripts. If you do not enter coursework for any U.S. schools listed in your Institutions Attended section, you will be unable to e-submit your application. You must enter ALL coursework from all U.S. institutions attended, including failed, withdrawn, audited, incomplete, and repeated courses. Enter all non-academic courses, such as chorale and phys-ed, as well as all pass/fail courses and courses listed on your transcript for which you did not receive a grade, such as labs.

You cannot enter coursework taken at any non-U.S. institutions.

Use a personal copy of your transcript(s) as a reference so you may properly list all of your coursework. Sessions will be ordered chronologically by school and coursework within a session will be saved in the order it was entered; to facilitate the verification process, please enter your courses in the order they appear on your transcripts. List each course only once, using the transcript where the course was originally completed or attempted, regardless of whether the course credits transferred to another institution. Do not use any transfer credit listings from a school to enter coursework for another school; grades, credit values, and course titles often change when coursework is transferred. Add a separate section for each term listed on your official

transcript (e.g. Fall Semester 2005, Spring Semester 2006, etc.). If you list all courses for multiple terms under a single session, it will delay the processing of your application.

ADDING A SESSION

In order to enter coursework, you must first add the Session/Term during which the coursework was taken. To add a new Session to your Coursework section, click the button and enter the following required information:

Name of College or University

Select the school at which the coursework was taken from the drop-down. Only the schools that you have added to your Colleges and Universities Attended section will appear in this menu.

Academic Status

Select Undergraduate, Graduate, Technical/Vocational, or Post BS/BA Undergraduate from the drop-down menu. The Session's Academic Status will determine which GPA the coursework will affect. Coursework entered into a Technical/Vocational Session will not be calculated into any GPAs. You should only designate a term as Technical/Vocational if it contains only Technical/Vocational coursework and was not taken while enrolled at the school in a degree-granting program.

Term

Select Winter, Interim, Spring, Summer or Fall from the drop-down menu.

Term Type

Select Quarter, Semester, Trimester, or Unit from the drop-down menu. Be sure to check your transcripts to determine your course credit type for each school; entering the incorrect Term Type will affect your GPAs.

Session Status

Select either Completed or Planned/In Progress. You will not be required to enter grades for coursework listed in a Planned/In Progress Session.

Year

Select the Session Year, as indicated by your transcript.
Be sure to click after you have entered your Session information.

ADDING COURSEWORK

Once you save the information for a Session, you will be prompted to enter the first course for that Session. For any additional courses that you would like to add to the Session, you must click the link in the appropriate Session heading bar on your main Coursework page.
For each course that you add, you will be required to enter the following information:

Course Title

Type the name of the course as closely as possible to how it appears on your transcript. If you cannot fit the full name of the course in this field, be sure to use an abbreviation that can be easily understood.

Course Prefix and Number

Type the full Course Prefix and Number (eg. PHYS 101) of the course exactly as they appear on your transcript.

Course Level

Select Lower-Division (Fr/So), Upper-Division (Jr/Sr), Graduate, or Technical/Vocational from the drop-down. Lower-Division (Fr/So) and Upper-Division (Jr/Sr) will determine which Undergraduate GPA the coursework

will affect. Classify ALL classes according to the status you held at the time you took them, regardless of the level indicated by the course prefix for these classes (eg. a senior-level course taken while you are a sophomore should be marked as Lower-Division (Fr/So). Courses marked as Technical/Vocational will not be factored into any GPA and the specification of Lower-Division and Upper-Division for GPA purposes is determined by Course Level, but otherwise GPAs are calculated based on the Academic Status of the term, not the individual Course Level

Course Subject

Select Biology/Chemistry/Physics and Life Science, Business, Math, Social/Behavioral Science or Other from the drop-down. Be sure to use the Course Subject list to determine which Course Subjects to assign to your coursework. To access the list, click the link below the drop-down menu.

Grade as it appears on the transcript

Click this field and select the appropriate grade from the drop-down menus in the window that appears. Enter your grade exactly as it is listed on your transcript. If the grade that is listed on your transcript is not available in the drop-down, select the closest approximation and provide an explanation in the Other Relevant Information section of your application. Be sure to click after you have selected your grade.

Grade using HAMPCAS conversion table

This field will populate automatically if you entered a letter grade for the previous question. If you entered numeric grades for the previous question, select the corresponding letter grade from the drop-down menu according to the HAMPCAS conversion table. To access the conversion table, click the link below the drop-down menu.

Numeric Value of HAMPCAS Grade

This information will populate automatically once the previous question has been answered. Due to the standardization of HAMPCAS grades, the numeric value of the HAMPCAS grade may vary from the value of the grade as indicated on your transcript.

Number of Credit Hours

Select the appropriate Credit value for the course in terms of Credit Hours (eg. 1 Credit = 4 Semester hours). In most cases your transcript will display credit in terms of Credit Hours, but if your transcript indicates 1 Credit or Unit for each course, check the back of the transcript for conversion information. Enter the number of credit hours attempted, not the number earned.

Special Classification

Select the appropriate Special Classification for each course according to the following guidelines:

- **Not Applicable:** Use this for any general coursework that does not fall into any of the below categories.
- **Repeated:** Use this to mark the final attempt at a course that was repeated to improve a grade. Refer to the Repeated Courses section below for more detailed instructions.
- ***Incomplete:** Use this to mark a course in which you did not receive credit because you did not satisfy the requirements to complete the course.
- **Honors:** Use this to mark a course for which you received Honors credit.
- **Study Abroad:** Use this to mark a course that you took as part of a Study Abroad program. Refer to the Study Abroad section below for more detailed instructions.
- ***Advanced Placement:** Use this to mark credit listed on your transcript for an AP® exam.
- ***CLEP:** Use this to mark credit listed on your transcript for a College Level Examination Program® exam.

- ****International Baccalaureate:*** Use this to mark credit from an International Baccalaureate program.
 - ***Regents Exam:*** Use this to mark credit listed on your transcript for a Regents® Exam
 - ***Institutional/Departmental Exam:*** Use this to mark credit granted by the institution for a placement or equivalency exam.
- *Courses marked with this special classification will not be included in any GPA calculations.**

Course Information/Transcript Verification

HAMPCAS will verify the course information you report in your application against your official transcripts and report any discrepancies to your selected schools. HAMPCAS will not enter your courses for you. If you have major errors or omissions in your coursework entry, HAMPCAS will consider your application incomplete and will reopen your application to you to make the necessary corrections.

HAMPCAS is not responsible for delays due to incorrectly entered coursework. It is the applicant's responsibility to monitor the application online after it has been e-submitted to insure that all information was entered correctly and no further action is required.

Technical/Vocational Coursework

HAMPCAS defines vocational coursework as any courses taken after high school that were not part of a degree program and were intended to provide vocational training. Examples include certification classes for auto mechanic or computer repair training or cosmetology school. Be advised that if you classify a Session or Course as 'Technical/Vocational,' the courses will not be calculated into the final GPA. However, this information may be used by the admissions committees in the evaluation process.

Graduate Coursework

HAMPCAS defines graduate coursework as any post-undergraduate, non-vocational coursework. For example, this coursework would include courses taken towards a masters program, a PhD, or medical degree.

Post-baccalaureate Coursework

Post-baccalaureate work consists of academic study undertaken after earning a bachelor's degree. It can be defined as coursework taken, toward certification in some specialty, or coursework that does not result in a certificate or a degree.

Study Abroad Coursework

Study abroad is identified by HAMPCAS as courses that are taken through a foreign institution while the student is enrolled at a U.S. Institution.

If you have attended a study abroad program sponsored by a U.S. institution and all courses, hours, and grades appear on the U.S. transcripts as regular itemized credit, you must list those courses in the coursework section, set "Study Abroad" as their Special Classification, and make sure that HAMPCAS receives the official transcript for the school that granted official (not transfer) credit for these courses. If all courses and/or grades do not appear on your home institution transcript, or if these courses are listed as transfer credit, you must have a transcript sent from the foreign institution where you attended the classes and you must list that institution in your Colleges and Universities Attended page. If you are required to send a non-US transcript for Study Abroad coursework, you are not required to enter the individual courses onto the Coursework page.

International (Foreign) Coursework

HAMPCAS does not require applicants to list coursework taken at foreign institutions in the Coursework section of the application. Participating schools may have differing requirements for the evaluation of foreign coursework. Please refer to the school specific instructions in determining which documentation should be

submitted. Please forward all equivalency evaluations, translations, foreign coursework assessments and transcripts to HAMPCAS.

Overseas U.S. Institution Coursework

If you attended a HAMPCAS-recognized overseas U.S. institution, list all courses attempted and credits earned in this section. HAMPCAS will consider coursework from an overseas U.S. institution in the same manner as U.S. coursework written in English. For a list of overseas U.S. institutions, review the transcript instructions within the FAQs.

Repeated Coursework

If you have repeated any coursework with the intention of improving or replacing an earlier grade or attempt at the course, you must enter it using the following guidelines, regardless of the repeated-course policy of the school at which the coursework was taken. Courses such as Phys-Ed, Choir, or Art that you simply enrolled in multiple times are not considered repeated courses.

For normal repeated courses (failed or low grade on first attempt): Mark the final attempt with a Special Classification of "Repeated," but keep all other attempts listed with a Special Classification of "Not Applicable". Mark the credit values for all initial attempts as 0.00, but list full credit for the final attempt. List all grades as stated on the transcript.

For courses you withdrew from and then attempted again: Mark the final attempt with a Special Classification of "Repeated," but keep the initial, withdrawn course listed as "Not Applicable." Keep all credit values and grades as stated on the transcript.

For courses where you first received an incomplete and then attempted again: Mark the final attempt with a Special Classification of "Repeated," mark the initial, incomplete attempt as "Incomplete," and keep all credit values and grades as stated on the transcript.

Any course with a credit value of 0.00, a grade of W, or a special classification of "Incomplete" will not be calculated into your GPA, so entering your repeated coursework correctly will result in only your most recent grade being calculated into your GPA.

Narrative Transcripts

If narrative evaluations were used at your institution in lieu of grades, you should list your coursework and use P(Pass) as the grade if pass credit was awarded or NG (No Grade) if there is a purely narrative evaluation of your performance with no associated credit value listed on the transcript. Copies of narrative evaluations will be forwarded to your designated schools.

Instructions > Honors and Awards

In this section include all relevant honors and awards that you have received or been awarded. Enter your Relevant Honors and Awards in chronological order from most recent to least recent. Listings will display in chronological order, beginning with the most recent, and cannot be re-ordered. This section is optional.

Contact the school(s) to which you plan to apply if you have questions about what information to include in this section. HAMPCAS cannot advise you in that regard.

This section allows the schools to view a brief description of your relevant experience. While you are able to

upload a Curriculum Vitae or resume in the Curriculum Vitae/Resume section of your application, you are highly encouraged to complete this section in detail.

Click to Add New Entry to add a new Honors and Awards listing. For each listing, you will be required to enter the following information:

Name of Award

Name of Presenting Organization

Brief description of award (Limited to 600 characters)

Date received or Awarded

Be sure to click save once you have entered the information above. A summary of the listing should appear on your Application > Honors and Awards page once you have clicked. If the listing does not appear, your entry did not save and you must re-enter it.

Instructions > Professional Licenses and Certifications

In order to populate the Professional Licenses and Certifications section, select Add New Entry

If you have a license or certification, please list the type of license along with the license number, if no license number is available enter N/A, also enter in the date issued and the expiration date of the license or the certification.

Please remember to select the save button at the bottom of this page, if you navigate away from this page without saving this entry you will be required to enter this information again.

Instructions > Publications

This section allows you to provide the *number* of articles that you have published in refereed journals and the *number* of books or book chapters that you have authored. It is acceptable to count an article or chapter that was co-authored, regardless of the order in which your name appears.

To add a new entry please select the Add New Entry button on the top of the screen.

Enter in the publishing organization or publication name

Please provide a brief description of the publication. Provide any important details of the publication itself.

Provide the contacts first and last name along with the title of the contact (The contact should be someone that worked with you or helped publish this work).

Please remember to select the save button at the bottom of this page, if you navigate away from this page without saving this entry you will be required to enter this information again.

Instructions > Work and Volunteer Experience

Please provide a description of your efforts as a volunteer in your community. This section is optional.

Start with the most recent position and provide all information requested. Hours/Week should not exceed 168. Enter your Community and Volunteer Service in chronological order from most recent to least recent.

Contact the programs to which you plan to apply if you have questions about what information to include in this section. HAMPCAS cannot advise you in this regard.

While you are able to upload a Curriculum Vitae or Resume in the Curriculum Vitae/Resume section of your application, you are highly encouraged to complete this section in detail. This section allows the schools to view a brief description of your relevant experience.

Click Add New Entry to add a new work and volunteer experience listing. For each listing, you will be required to enter the following information:

Position Title

Organization/Employer Name

Employment/Volunteer Date (from): Start month and Start year

Employment/Volunteer (to) End month and End Year (leave blank if current)

Employment/ Volunteer setting

Be sure to click once you have entered the information above. A summary of the listing should appear on your Application > Work and Volunteer Experience page once you have clicked. If the listing does not appear, your entry did not save and you must re-enter it.

Instructions > Essay

An Essay/Statement of Purpose 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 review the institution info card provided/program pages to answer the specific essay questions/statements for the programs you are applying to. You may create a general statement and/or tailor your essays for specific schools.

In cases where a more broad statement/essay is requested (or no specific question or issue is asked), or in addition to institution-specific requests, 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.

Note:

You are encouraged to compose your statement in a text-only word processor (e.g., Notepad), review your statement for errors, then cut and paste the final version into the text box. You are limited to 1500 words, more specifically, 4500 maximum characters. Note: If you paste text from some word processing programs (i.e. Microsoft Word) certain formatting characters such as angled quotes, accents, and other special characters will not display properly. Please review your final text and make corrections to the format as necessary.

To enter your Essay/Statement of Purpose and Objectives:

1. Click "ADD NEW ENTRY"
2. In the "Name of Statement of Purpose and Objectives" box, enter a unique description or title for this essay
3. USING YOUR OWN WORDS, enter your Essay into the "Essay" textbox

4. Click Save

Entering Multiple Statements of Purpose and Objectives

If you are applying to multiple schools and want to make your essays specific to each school follow the instructions above, and name additional essays with distinct descriptions, or titles, for each. To assign essays to specific schools, click the link once you have selected your school designations and choose the appropriate essay from the drop-down menu that appears.

The Essay review page will display the name and preview of the essay you entered:

- To update your Essay click the blue button under Update on the Right side of the screen
- To delete an Essay click the red X button under Update on the Right side of the screen

Instructions > Curriculum Vitae/Resume (Optional)

The Curriculum Vitae or Resume is a supplemental document requested by certain schools - for this reason it is an OPTIONAL addition to your HAMPCAS application.

Regardless of whether you upload a CV or resume, please be sure the other sections of your HAMPCAS application are filled out completely and accurately.

The option to upload a Curriculum Vitae/Resume is only available **PRIOR to e-submitting your application.**

Curriculum Vitae File/Resume Information

You have the ability to upload an electronic version of your Curriculum Vitae/Resume.

You may upload any of the following file types:

- Microsoft Word (.doc)
- ASCII Text File (.txt)
- Adobe Acrobat (.pdf)
- Rich Text Format (.rtf)

Your file must not be larger than 250KB.

Click the Add Files button and navigate to your Curriculum Vitae/Resume file. Select your file and then click the Start Upload button.

Macintosh Users: Please type the 3 character extension at the end of the file name you select.

If you receive an "Invalid mime-type" error when attempting to upload your file, please try to open the file using the appropriate application in order to confirm that the file is indeed a valid .doc, .rtf, .pdf, or .txt file, especially if you have modified the filename extension in any way. You can only upload a file provided it is a valid MSWord (.doc), Rich Text Format (.rtf), Personal Document File (Adobe Acrobat, .pdf), or ASCII Text file (.txt).

Note: This section is to upload your Curriculum Vitae/Resume ONLY. Do NOT upload your Statement of Purpose and Objectives or any other application documents.

Instructions > References

In this section, applicants will enter the contact information for the persons they have asked to complete letter(s) of recommendation. Click on the blue 'ADD NEW ENTRY' button and fill in all fields. Please title each letter of recommendation and enter any referee specific instructions in the "Notes to Reference" field. Upon completion of the section, click on the 'SAVE' icon. Clicking on the 'SAVE' icon automatically generates an e-mail notification to your referee.

The standard requirement by many sites is to require you to have at least 3 letters of recommendation; Only Three letters of recommendations can be attached per site. Please be mindful that sites may not appreciate receiving more application materials than required. It is in the best interest of all applicants to check the selection criteria of each training site before choosing your referees.

If you choose to have a referee write more than one letter on your behalf you will need to create multiple requests. For example, if you need a referee to write three letters you will need to create three requests. Every request is identified by the title (ie, "John Smith-Michigan Reference") and appropriate instructions detailed in the "Notes to Reference" section. After submitting the initial request, please click on "Add Another Request for this Reference" button in the blue bar and fill in all fields. Please title each letter of recommendation and enter any referee specific instructions in the "Notes to Reference" field, (The other fields in this section are locked and no changes will be allowed.) click on the 'SAVE' icon. Please repeat these steps for each additional letter required of this referee.

Removing References

If you decide that you would like to remove a Reference you previously added, click the delete button corresponding to that Reference. Please note: once a letter of reference has been completed, it cannot be deleted.

Applicant Responsibility

Once your request for a letter of reference has been made, be it in electronic or paper form, it is your responsibility to monitor the status of your application and to ensure that your letters of recommendation are completed and received at HAMPCAS in timely fashion. HAMPCAS cannot complete the processing of your application without receiving the completed letters of reference. References submitting electronic letters of recommendation will receive an automatic reminder from HAMPCAS every two weeks prompting them to complete the recommendation. Applicants are welcome to contact References directly to provide additional reminders.

HAMPCAS cannot accept any letters of reference via fax or e-mail under any circumstances.

Instructions > Certification and Authorization Statement

Advisor Release Statement

Select "checking this box you give HAMPCAS permission to release selected information regarding your admission status. You also agree that HAMPCAS does not issue refunds unless an error occurred by processing your application. Any omission made by the applicant, missing transcripts, or failure to submit is at the fault of the applicant and does not warrant a refund.

Note: You cannot make changes to this item after you submit your application to HAMPCAS.

Certification and Verification Statement

To complete and submit the HAMPCAS application, you must certify the following statement:

I certify, as required in the application, that I have read and understand all application instructions, including the provisions which note that I am responsible for monitoring and ensuring the progress of my application progress. I certify that I have read and will abide by all school-specific instructions for my designated HAMPCAS schools. I certify that all the information and statements I have provided in this application are current, correct, and complete to the best of my knowledge. I understand that withholding information requested on the HAMPCAS application, or giving false information, may be grounds for denial of admission to an HAMPCAS institution or may be grounds for expulsion from the institution I have been admitted and may prevent me from entering the profession. I give permission to HAMPCAS to release any information related to my application to my designated institutions and other education associations. I acknowledge and agree that my sole remedy in the event of any proved errors or omissions related to the handling or processing of my application by HAMPCAS is to obtain a refund of my HAMPCAS application fee. Your certification of this statement serves the same purpose as a legal signature, and is binding.”

Your certification of this statement serves the same purpose as a legal signature, and is binding.

Note: You cannot make changes to this item after you submit your application to HAMPCAS.

Note: Make sure to save this section by selecting the save button

HAMPCAS Course Subjects

Biology/Chemistry/Physics and Life Science

Anatomy
Animal Science
Bacteriology
Biochemistry
Biology
Bio-Organic Chemistry
Botany
Cellular Physiology
Chemistry
Ecology
Electricity & Light
Epidemiology
Evolution
Genetics
Hematology
Histology
Immunology
Magnetism
Mechanical Heat
Medical Chemistry

Microbiology
Micro-Organisms
Natural Science
Neurology
Oceanography
Organic Chemistry
Parasitology
Pathology
Pharmaceutical Chemistry
Physical Chemistry
Physiological Chemistry
Physics
Physiology
Structures & Bonds
Thermodynamics
Virology
Zoology
Bio-physics
Bio-technology
Entomology
Neuroscience

Business

Accounting
Business
Economics
Finance
Health Administration
Macroeconomics
Management
Marketing
Microeconomics
Organizational Studies

Math

Applied Math
Behavioral Statistics
Biostatistics
Calculus
Chemical Math

College Algebra
Educational Statistics
Finite Math
Math
Psychological Statistics
Quantitative Analysis
Statistics

Social/Behavioral Science

Anthropology
Behavioral Science
Community Health|
Cultural Geography
Criminal Justice
Educational Psychology
Family Studies
Geography
Health Education
Psychology
Marriage and Family
Social Science
Social Work
Sociology

Other

Acting
Agriculture/Agricultural Science
Algorithms
Archeology
Art
Artificial Intelligence
Astronomy
Bioethics
Chiropractic
Communications
Composition
Computer Animation
Computer Science
Criminal Justice
Education

Electronics
Emergency Med-Tech
Engineering
English
Ethics
Ethnic Studies
First Aid
Foreign Language
Forestry
Graphic Design
Geology
Government
Health/Personal Hygiene
History
Humanities
Human Sexuality
Journalism
Kinesiology
Law
Literature
Logic
Medical Technology
Medical Terminology
Meteorology
Military Science
Music
Nursing
Nutrition
Occupational Therapy
Operating Systems
Performing Arts
Personal Health
Pharmacy
Philosophy
Physical Anthropology
Physical Education
Physical Geography
Physical Science
Physical Therapy
Physician Assistant
Poetry
Political Science

Programming Languages

Public Health

Public Speaking

Radiology

Reading Skills

Religion

Respiratory Therapy

Rhetoric

Social Ethics

Software Engineering

Speech

Speech Pathology

Teaching Science

Theater

Theology

Visual Arts

Word Processing