

Prospective Student Guide

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Create a SOPHAS application

- To create an account on SOPHAS, please visit:  
<https://sophas.liaisoncas.com/applicant-ux/#/login>
- Applicants may only apply to one program and one location per admissions cycle. Please use the pre-filtered link to display only out school's degree offerings:  
<https://sophas.liaisoncas.com/applicant-ux/#/deeplink/programSearch/organization/8588713270915803136>

Submit **all** official post-secondary and professional school transcripts directly to SOPHAS

- All official transcripts from every college and university attended must be submitted directly to SOPHAS and all coursework must be entered in the application portal.
- If you prefer not to enter all your coursework yourself, the [Professional Transcript Entry Service \(PTE\)](#) specialists can enter it for you for an additional fee. This service is only available for completed coursework from accredited schools. Coursework from unlisted schools, foreign coursework, and planned/in-progress courses are ineligible for PTE and must be entered by you.
  - US and English-Canadian Transcripts
    - Select if you are ordering an electronic transcript (recommended) or submitting a transcript via mail. You only need to submit one transcript from each school regardless of the number of programs you are applying to.
    - For more information on how to submit transcripts, please visit the [SOPHAS Help Center](#).
  - Study Abroad or Overseas US Transcripts
    - The process for reporting Study Abroad coursework varies depending on the program type and how the domestic institution reports it. Please review the options on the [SOPHAS Help Center](#).
  - Foreign and French-Canadian Transcripts

AUSTIN | BROWNSVILLE | DALLAS | EL PASO | HOUSTON | SAN ANTONIO

- Transcripts from a non-US institution needs to be verified by [World Education Services](#) (WES)
  - Transcripts for an educational credential evaluation and determination of United States equivalency is required from applicants who hold degrees from institutions outside of the United States. The minimum requirement is to submit a credential evaluation that demonstrates the applicant holds, at a minimum, the equivalent of a bachelor's degree or a professional degree from an accredited institution from the foreign country. A course-by-course (ICAP) translation with a GPA calculation is required.

□ **Submit valid official Entrance Examination scores directly to SOPHAS**

*\*\*Please note that the Entrance Examination score requirement is temporarily WAIVED for spring, summer and fall 2022 application cycles\*\**

- **GRE Scores** - Official GRE Scores are submitted electronically to SOPHAS directly from [Educational Testing Services](#) (ETS) using a special SOPHAS GRE code that is different for each program and different from the school's regular GRE code.
  - GRE scores – SOPHAS code: 4479
    - Master level: Combined recommended score of 298
    - Doctoral level: Combined recommended score of 308
- **MCAT Scores** (*only for MPH programs*) - You must contact [AAMC](#) to have your official MCAT scores sent to SOPHAS. Once you do, AAMC electronically sends your scores directly to SOPHAS. Paper copies are not accepted.
  - MCAT scores – SOPHAS code: SOPHAS
    - Recommended total score of 500
- **GMAT scores** (*only for MPH and MS programs*) – Mail scores directly to SPH Admission Office
  - Recommended score of 470 or higher
  - ATTN: UTHealth School of Public Health Admissions  
 1200 Pressler Street, RAS E-201  
 Houston, TX 77030
- **Entrance Examination waivers** may be granted if:
  - Applicants holding previously earned doctoral-level degrees from accredited U.S. universities.
  - Applicants to dual degree programs that have a doctoral component (e.g., MD/MPH, PhD/MPH, PharmD/MPH, or JD/MPH) are exempt from the GRE requirement, provided they hold an offer of admission to the partnering participating medical, graduate, pharmacy or law school.
  - Applicants holding an international medical degree and holding Educational Commission for Foreign Medical Graduates (ECFMG) certification may request a waiver provided they are currently practicing medicine or in an active residency program in the United States at the time of applying.
  - MPH applicants who previously completed the UTHealth School of Public Health General Public Health Certificate with a cumulative UTHealth School of Public Health GPA of 3.4 or higher.
  - Doctoral (DrPH or PhD) applicants who previously completed a UTHealth School of Public Health master's program (MPH or MS) with a cumulative UTHealth School of Public Health GPA or 3.4 or higher.

Waivers and exemption inquiries can be emailed to [SPHAdmissionsTestWaivers@uth.tmc.edu](mailto:SPHAdmissionsTestWaivers@uth.tmc.edu); requests should include supplemental documentation for consideration.

**Submit three letters of recommendation**

- Applicants are required to submit letters of recommendation from individuals qualified to evaluate the applicant's academic or professional performance, ability, motivation, and character. At least one academic letter of reference is preferred.
- The recommenders themselves submit recommendations; they cannot be completed or submitted by the applicant nor another party on behalf of the recommender. All recommendations are submitted electronically by recommenders using [Letters by Liaison](#).
- For more information and how to submit a request, please visit [SOPHAS help center](#).

**Submit a Statement of Purpose and Objectives**

- Use the Documents section to upload required and optional documents.
- The statement of purpose and objectives should address the following:
  - Describe why you are a compelling candidate for admission
  - Explain why you want to be in a specific area of public health study
  - Highlight your experience and qualifications beyond test scores and grades
  - Include your professional goals
  - Address any areas of weakness in your application
  - Briefly describe any extenuating circumstances that you wish the Admissions Committee to consider

**For DrPH Health Promotion and PhD Behavioral Sciences a writing sample is required**

- Sole or first author on the submitted work. Theses, publications, or other academic works are preferred

\*Please note: some doctoral programs may require an interview and/or a writing prompt to be submitted at the time of application review. Admissions committee will reach out when/if needed.

**Additional requirements for international students:** *(F-1 Student sponsorship is only available for Fall Admissions and to the Houston campus only)*

- For Non-Citizens and Non-permanent residents English Proficiency Exam is required. You must contact [Educational Testing Services \(ETS\)](#) to have your official TOEFL scores released to SOPHAS. Once you do, ETS electronically sends your scores directly to SOPHAS. Paper copies are not accepted.
  - TOEFL *minimum* score of 95 (for Internet-based testing)
    - Send scores directly to SOPHAS (code: 5688)
  - IELTS *minimum* score of 7.0
    - Send scores directly to UTHealth School of Public Health:  
ATTN: UTHealth School of Public Health Admissions  
1200 Pressler Street, RAS E-201  
Houston, TX 77030
- Exceptions to this:
  - If you are a Permanent Resident or Citizen of the United States
  - If you earned a bachelor's, master's or doctoral degree from the United States.
  - If the degree reviewed by the World Education Services (WES) Transcript Evaluation indicates, the mode of instruction was in English (three or more years).

- If you earned a degree from an English-speaking country – Graduation with a diploma or degree (attended for at least 3 years or a standard period of attendance as required by the country; Bachelor’s, Master’s or Doctoral degree) from an accredited school from a recognized English-speaking country as listed below:

Antigua	Falkland Islands	Liberia	Turk & Caicos Island
Australia	Gambia	New Zealand	Uganda
Bahamas	Ghana	Nigeria	United Kingdom (UK)
Barbados	Grenada	Sierra Leone	US Virgin Islands
Bermuda	Guyana	St. Helena	Zambia
British Virgin Islands	Ireland	St. Kitts & Nevis	Zimbabwe
Canada	Jamaica	St. Vincent	
Cayman Islands	Kenya	Trinidad & Tobago	

Waivers and exemption inquiries can be emailed to [SPHAdmissionsTestWaivers@uth.tmc.edu](mailto:SPHAdmissionsTestWaivers@uth.tmc.edu); requests should include supplemental documentation for consideration.

**☐ Submitting and completing your SOPHAS application**

- Submitting Your Payment
  - When you are ready to submit your application, go to the Submit Application tab and click Submit. Payments can only be made in the application via a credit card. SOPHAS accepts Visa, Mastercard, American Express, and Discover. Credit card payments cannot be made over the phone.
  - Once you submit your application and payment, click View Payment History for each program on the Check Status page to confirm your payment's receipt.
- Fee Assistance Program
  - Check the [SOPHAS Application Fees section](#) before submitting to see if you qualify for the available Fee Assistance Programs.

**☐ SOPHAS customer service**

- For help with application-related questions, contact SOPHAS customer service by chat via the icon in the lower right corner of their [website](#), by phone at 617-612-2090, or by email at [sophasinfo@liaisoncas.com](mailto:sophasinfo@liaisoncas.com). Note the following:
  - Hours of operation: Monday – Friday, 9 AM – 5 PM ET.
  - For the quickest response, contact SOPHAS by chat.
  - SOPHAS typically provides responses to emails within two business days; however, response times can take up to three business days when at their busiest.
  - Be sure to have your CAS ID number (located under your name in the upper-right corner of the application) when contacting SOPHAS.