

MHCM – SOPHAS and Application – Frequently Asked Questions

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1. Where do I send official documents – such as transcripts?

We recommend requesting **three** copies of all transcripts. One copy should be sent directly to SOPHAS, the other two should be held unopened by the applicant. Successful applicants will be required to send the second copy to the HSPH Office of Admissions in order to matriculate. The third is an extra copy for your records.

For regular mail, please use these addresses:

SOPHAS
PO Box 9111
Watertown, MA 02471-9111

HSPH Office of Admissions
158 Longwood Ave
Boston, MA 02115-5810

Please use this address for overnight documents:

SOPHAS
c/o Liaison International
311 Arsenal Street, Suite 15
Watertown, MA 02472

HSPH Office of Admissions
158 Longwood Ave
Boston, MA 02115-5810

2. Is a standardized test score required?

Yes. The Harvard School of Public Health requires all applicants to submit a standardized test score. Most applicants to the MS in Health Care Management Program (MHCM) submit their MCAT / DAT score from when they applied to medical or dental school. Applicants who have not taken the MCAT / DAT generally opt to take the GRE (Graduate Record Examination) test. Unfortunately,

this requirement cannot be waived. Please note that the program places more emphasis on the other aspects of the application. If you need clarification, please call the MHCM program coordinator, Colin Fleming, (617) 432-7075.

3. Do you accept MCATs that are greater than five years old? How do I get my MCAT scores reported?

Yes, we will accept MCAT scores that are greater than five years old.

To release scores **from 1991 to the present** use the AAMC's online score reporting system: <https://services.aamc.org/mcatthx/>.

To release scores **prior to 1991** the following paper form is required: <http://www.aamc.org/students/mcat/sendscores/thxapplication.pdf>. Completed forms may be submitted via fax or postal mail, the fax number is (202) 828-4799 (not listed on the form). For scores **prior to 1991**, we ask that applicants manually enter scores into the "Other Relevant Information" section of the SOPHAS application. Please list the categories and scores.

If you need general assistance, call the AAMC's MCAT office at (202) 828-0690. General information on the MCAT scores can also be found here: <http://www.aamc.org/students/mcat/sendscores/releasingscores.htm>.

4. Where do I send official test scores?

Official test scores should be sent directly to the Harvard School of Public Health; there are different designations for different tests. Please use the codes here:

- a. GRE: designation #3456
- b. **MCAT: Harvard School of Public Health
- c. TOEFL: designation #3456

MCAT scores from **1991 to the present should be sent directly to SOPHAS, while **pre-1991** scores should be sent to the HSPH Office of Admissions (see above).

5. How do I submit letters of reference?

The program requires three letters of reference. Recommendations should comment on the candidate's executive leadership experience and potential. Candidates should seek recommendations from managers as senior in their organization as possible; at least one letter should come from a current direct manager.

To submit letters of reference please log into SOPHAS and use their tool for sending a reference request to the individuals that you have selected. We recommend, where possible, sending these reference invitations electronically to expedite processing.

It is best to request letters of recommendation as early as possible; SOPHAS will only release an applicant file to HSPH after all transcripts and all letters of reference are received.

6. Is there anything I can do to expedite the processing time that SOPHAS estimates?

Yes! Including your social security number in both your SOPHAS application and test score form will expedite the time it takes for your complete application to reach the Harvard School of Public Health.

7. Who actually reviews my application?

Your application to the Harvard School of Public Health will be reviewed by an admissions committee here at the school, in the department to which you applied. SOPHAS does not make any admissions decisions – the SOPHAS system verifies the accuracy of your material and consolidates it into one application form.

8. Do I really have to enter in all of my previous coursework?

Yes, you must enter all coursework taken at any US institution; you must enter each course title, grade, and number of hours into the SOPHAS application. While SOPHAS prefers that applicants enter their own course work, they provide an optional data entry service to ensure applicants are not discouraged from submitting applications due to this requirement. The fee for this service is \$150 independent of the number of transcripts submitted.

If you are interested in the transcript data entry service please complete the SOPHAS Coursework Entry Form: (http://www.hsph.harvard.edu/mhcm/Coursework_Entry.doc). Please allot 3 weeks from the receipt of your transcripts at SOPHAS for this data entry service to be completed. Again, with either option, you must send your official transcripts to SOPHAS at the address listed above.

9. In what format should I submit my CV or resume?

You should submit your CV or resume in a business format which includes your education, professional and other work experience. Please include *highlighted publications* only.

10. How long may my Statement of Purpose and Objectives be?

Your Statement of Purpose and Objectives (personal essay) may be up to 1,000 words.

11. Does the Harvard School of Public Health require any additional application materials (e.g. applicant interview, publication list, etc.) in addition to the SOPHAS application?

No, the Harvard School of Public Health does not require any supplementary information.

12. How will I know if the Harvard School of Public Health has received my application?

Your completed application will be sent to Harvard School of Public Health approximately 3-5 weeks after SOPHAS has received all required application materials. You will receive an official email notice that your application has been received from Harvard School of Public Health. Please feel free to call the Office of Admissions regarding your application status at (617) 432-1031.

13. Who should I call if I have technical issues with the SOPHAS application?

Please call Liaison International, the company that runs SOPHAS at (617) 612-2090 for any SOPHAS technical issues. Their customer service team is available Monday through Friday, 9am-5pm EST. Should you have any difficulty contacting SOPHAS customer service, please contact the MHCM program at: mhcm@hsph.harvard.edu.

14. Who should I call to ensure that all of my materials have been received by SOPHAS?

First check the SOPHAS application portal; the status box will be updated when a new credential is received by SOPHAS. For materials sent to SOPHAS, please call (617) 612-2090 to ensure their arrival. Their customer service team is available Monday through Friday, 9am-5pm EST.

15. Is there someone I can call to get an update on the status of my application?

First check the SOPHAS application portal; the status box will be updated when credentials are received by SOPHAS. Once your application has been forwarded to the Harvard School of Public Health (see question 12), you may call the Office of Admissions at (617) 432-1031 or email: admissions@hsph.harvard.edu. Their fax number is (617) 432-7080.

16. If I only want to apply to the Harvard School of Public Health, is there a different application or do I apply through SOPHAS?

Even if you only want to apply to Harvard School of Public Health, you should still go through the SOPHAS application service.

17. I have additional questions about SOPHAS. Where can I find more information?

There is a wealth of information available in the SOPHAS abbreviated instructions: http://www.sophas.org/documents/Abbr_instructions.pdf and on the SOPHAS FAQs found here: <http://www.sophas.org/FAQ.cfm>.