

Prospective Student SOPHAS Guide

- **Create a SOPHAS Application**
 - To create an account on SOPHAS, please visit: <https://sophas.liasoncas.com/applicant-ux/#/login>
 - Applicants may only apply to one program and one location per admissions cycle.
- **Submit Required Documents to SOPHAS**
 - **Transcripts**
 - All official post-secondary and professional school transcripts are required to be submitted directly to SOPHAS, and all coursework must be entered into the application portal.
 - If you prefer not to enter all your coursework, 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 apply to.
 - For more information on submitting 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
 - Transcripts from a non-US institution need to be verified by [World Education Services \(WES\)](#)
 - Transcripts for an educational credential evaluation and determination of United States equivalency are required from applicants who hold degrees from institutions outside of the United States. The minimum requirement is to submit a credential evaluation demonstrating the applicant has, at a minimum, the equivalent of a bachelor's degree or a professional degree from an accredited institution in a foreign country. A course-by-course (ICAP) translation with a GPA calculation is required.
 - **Official Entrance Examination Scores**

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- Entrance exam scores (GRE/GMAT/MCAT) are **optional** for all MPH and MS programs.
- Doctoral applicants are encouraged to submit entrance exam scores; however, the following programs are **required** to submit scores:
 - DrPH in Community Health Practice
 - PhD in Epidemiology
 - PhD in Environmental Sciences, Environmental Disease Prevention Track
 - PhD in Environmental Sciences, Total Worker Health
 - PhD in Health Economics and Health Services Research
 - PhD in Healthcare Management and Policy
- **GRE Scores**
 - Master level: Combined recommended score of 298
 - Doctoral level: Combined recommended score of 308
 - Official GRE Scores are submitted electronically to SOPHAS directly from [Educational Testing Services \(ETS\)](#) using a unique SOPHAS GRE code.
 - SOPHAS GRE code: 4479
- **MCAT Scores (MPH and MS programs only)**
 - Recommended total score of 500
 - You must contact the [Association of American Medical Colleges \(AAMC\)](#) to have your official MCAT scores sent to SOPHAS. Paper copies are not accepted.
 - SOPHAS code: SOPHAS
- **GMAT scores (MPH and MS programs only)**
 - Recommended score of 470 or higher
 - Mail scores directly to:

UTHealth Houston School of Public Health
ATTN: UTHealth Houston School of Public Health
Admissions
1200 Pressler Street, RAS E-201
Houston, TX 77030
- **Entrance Examination Waivers**
 - An entrance examination waiver may be granted if:
 - an applicant holds a previously earned doctoral-level degrees from an accredited U.S. university.
 - an applicant holds an international medical degree and Educational Commission for Foreign Medical Graduates (ECFMG) certification and is currently practicing medicine or is in an active residency program in the United States at the time of applying.
 - the applicant is applying to a dual degree program that has a doctoral component (e.g., MD/MPH, PhD/MPH, PharmD/MPH, or JD/MPH), provided they hold an offer of

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admission to the partnering participating medical, graduate, pharmacy or law school.

- the applicant is applying to an MPH program and previously completed the UTHealth Houston School of Public Health General Public Health Certificate with a cumulative UTHealth Houston School of Public Health GPA of 3.4 or higher.
- If the applicant is applying to a doctoral (DrPH or PhD) program and previously completed a UTHealth Houston School of Public Health master's program (MPH or MS) with a cumulative UTHealth School of Public Health GPA of 3.4 or higher.
- Waivers and exemption inquiries can be emailed to SPHAdmissionsTestWaivers@uth.tmc.edu; requests should include supplemental documentation for consideration.
- **Three Letters of Recommendation**
 - Applicants must submit three 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 or another party on behalf of the recommender. All recommendations are submitted electronically by recommenders using [Letters by Liaison](#).
 - For more information on how to submit a request, please visit the [SOPHAS Help Center](#).
- **Statement of Purpose and Objectives**
 - 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
- **Writing Sample for DrPH Health Promotion and PhD Behavioral Sciences**
 - Sole or first author on the submitted work. Theses, publications, or other academic works are preferred.
 - Please note that some doctoral programs may require an interview and/or a writing prompt to be submitted at the time of application review. The admissions committee will reach out when/if needed.

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 receipt

SOPHAS Customer Service

- For help with application-related questions, you can log in to your application and contact SOPHAS using the chat icon in the lower right corner. You can also contact SOPHAS by email at sophasinfo@liaisoncas.com or by phone at [617-612-2090](tel:617-612-2090). Note the following:
 - Hours of operation: Monday – Friday, 9 a.m. – 5 p.m. ET.
 - For the quickest response, contact SOPHAS by chat.
 - SOPHAS typically responds to emails within two business days; however, response times can take up to three business days.
 - Be sure to have your CAS ID number (located under your name in the upper-right corner of your application) when contacting SOPHAS.

Additional Requirements for International Students

F-1 Student sponsorship is only available for Fall admission at the Houston campus only.

All applicants must show proof of English language proficiency. International applicants must take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Information about these exams may be obtained by contacting the Educational Testing Service directly at <https://www.ets.org/toefl.html> or <https://ielts.org/>. Your test scores are valid for **two years** from the test date.

- For TOEFL, we require a minimum score of 95 for internet-based testing.
 - Self-report your TOEFL scores in the Standardized Tests section of the application and include your Test Registration ID. Additionally, enter your date of birth in the Biographic Information section. These must be listed for your official scores to be matched to your application.
 - Provide code #5688 to ETS and request that your scores be released.
 - After ETS processing, scores are sent to SOPHAS in batches and then posted to applications weekly. You can view scores attached to your application in the Standardized Tests section of the Check Status tab.
- For IELTS, we require a minimum score of 7.0.
 - Self-report your IELTS scores in the Standardized Tests section of the application and include your TRF number. This must be listed for your official scores to be matched to your application.
 - Based on your test type, go to [IELTS](#) and request your scores be released to SOPHAS. Check with IELTS about their turnaround and processing times.
 - **IELTS In-person test:** contact your [IELTS test center](#) to send your scores to SOPHAS. You can request scores up to two years from your test date. Additionally, you can send your scores to up to five organizations for free. Contact your test center for more details.

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- **IELTS Online test:** use the IELTS test taker portal to submit your scores. You can send your scores to as many organizations as you wish, with no additional fee.
- After IELTS processing, scores are sent to SOPHAS in batches and then posted to applications daily. You can view the scores attached to your application in the “Standardized Tests” section of the “Check Status” tab.
- Exceptions to Required English Proficiency Exam
 - 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 that 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 three 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	Ghana	St. Helena
Australia	Grenada	St. Kitts & Nevis
Bahamas	Guyana	St. Vincent
Barbados	Ireland	Trinidad & Tobago
Bermuda	Jamaica	Turks & Caicos Island
British Virgin Islands	Kenya	Uganda
Canada	Liberia	United Kingdom (UK)
Cayman Islands	New Zealand	US Virgin Islands
Falkland Islands	Nigeria	Zambia
Gambia	Sierra Leone	Zimbabwe

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