



# MCPHS

BIOPHARMACEUTICAL INDUSTRY  
FELLOWSHIP PROGRAM  
LAUNCH YOUR CAREER IN THE HEART OF BIOTECH

## Frequently Asked Questions (FAQs) regarding the MCPHS Application Process/Program

### Will interviews be conducted at ASHP/PPS Midyear 2025?

- Yes. We will be conducting interviews in person at ASHP/PPS Las Vegas, NV. Preliminary rounds may be conducted virtually however. You will have to be registered for both ASHP and PPS to interview in person.

### How do I apply to the MCPHS Fellowship Program?

- Applications will be accepted through our web portal at <https://mcphs.smapply.io>
- We will NOT be accepting any interview requests through PPS.
  - o Attendance/Registration to ASHP/PPS is requirement to be interviewed in person at PPS.
- You will be contacted by the programs to schedule an interview. We will NOT be accepting any interview requests through PPS.

### When does the MCPHS Application portal open?

- The application portal will open on 10/6/2025 and will close on 11/03/2025.

### Where can I find a listing of all of the positions available this year?

- <https://mcphsfellowship.com/fellowship-positions/>

### Where can I find the company brochures to learn more about the positions?

- <https://mcphsfellowship.com/company-brochures/>

### Where can I find tips on the application process?

- Refer to our Fellowship Blog Webinar Archive for best practices [www.mcphsfellowship.com](http://www.mcphsfellowship.com)

### Will there be onsite interviews?

- Top candidates may be invited for interviews at the sponsoring company's location.

### What materials do I need in order to apply?

- We require applicants to submit the following:
  - o Application profile (created within our portal)

- Letter of Intent (LOI)(addressed to the company specific program director/lead; found in each company brochure)
- Curriculum Vitae (CV)
- Unofficial School of Pharmacy Transcript
- Contact information for 3 recommendations. If there is a need for a 4<sup>th</sup>, you will be notified to provide one. Recommenders will complete an evaluation form within the portal. You will get a notification when it is submitted by the recommender.

**Do I need to submit this information manually for each position I apply to?**

- The application profile, CV, Transcript, and Contact information of the recommenders will carry over to each position that you apply to.
- The program selection and LOI will not carry over with each position.

**What if I want to upload a different CV or contact for my recommendation?**

- You may need to contact the program administrator to update the contact information of your recommender if you have already completed that task.
- If you decide to upload a different CV, please note that it will not be reflected in your previous submission. The new CV will only show for the position that the change was made.

**Will my recommender be asked to submit a recommendation for each position that I apply to?**

- No. Recommenders will complete one recommendation form that will follow them for each of your applications in which you have them listed as a contact.

**Can I submit more than 3 references?**

- Yes, you may submit up to 4, but only 3 references are required for each position you apply to.

**Is the recommendation a free format submission?**

- The recommendation is a semi-structured formatted submission with both a ranking and free form aspect similar to the forms used for residency.

**Does a letter of intent have to be submitted for each company?**

- Yes and a LOI must be submitted for **each position** you are applying to. Also, address it to the company specific program director/lead; found in each company brochure.

**Do all application materials have to be submitted before I can be considered for a position?**

- Yes, your application will not be reviewed until it is completed and has been submitted on the MPCHS portal.

**When are application materials due?**

- All application materials must be submitted and marked as complete by **November 6<sup>th</sup> 2025**.

**Do interview spots fill-up before the application deadline?**

- In many cases, yes.

**Are international students welcome to apply?**

- All applicants must have authorization to work in the United States throughout the duration of the one or two-year fellowship. No visa sponsorship will be provided.

**Is licensure required for the Fellowship Program?**

- Licensure is NOT REQUIRED for the following companies: Agios, Alexion, Biogen, Novartis, Sanofi, Schrodinger, and Takeda
- Licensure is REQUIRED within 6 months of starting the program at the following company: Pfizer
- Please check with each company to verify licensure requirement as this may change per position/ per company.

**Does MCPHS host both a company reception and program reception?**

- MCPHS hosts a single reception with all companies on Tuesday night of ASHP Midyear.

**Do I need to have all of my recommendations completed prior to being considered for an interview?**

- No, but you will need to have all of your recommendations submitted prior to your final interview.

**Are PharmD graduates from previous years, but with clinical working experience able to apply?**

- Yes, all PharmD graduates are welcome to apply. Our program has had a few fellows with such previous experience.

**COULDN'T FIND AN ANSWER?**

If you still have more questions, and need answers, please contact the fellowship office at

**[PharmDFellowships@mcphs.edu](mailto:PharmDFellowships@mcphs.edu)**