



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

Will interviews be conducted at ASHP/PPS Midyear 2024?

- Yes. We will be conducting interviews in person at ASHP/PPS New Orleans, LA. 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 10/7/2024 and will close on 11/04/2024.

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

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 4th, 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 you 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 4th 2024**.

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