

## University of Memphis School of Public Health SOPHAS Application Guide

### Know Your Deadlines

MHA, EMHA, MS, and MPH Programs Spring Semester Deadline	December 15*
MHA, EMHA, MS, and MPH Programs Fall Semester Deadline	July 15*
PhD Programs Priority Deadline	February 1

**\*International applicants should plan to have their applications in by May 15 for Fall Semester and October 15 for Spring Semester to ensure sufficient time to receive your Form I-20 and visa.**

### Step 1: Create a SOPHAS Application

- To begin your application, create an account on SOPHAS:  
<https://sophas.liaisoncas.com/applicant-ux/#/login>
- Applicants may only apply to **one program per admissions cycle**.

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### Step 2: Submit Required Documents to SOPHAS

#### TRANSCRIPTS

- The University of Memphis requires that all international applicants transferring credits or applying for scholarships provide an evaluation of all education achievements obtained at any institution outside the United States.
- **All official post-secondary and professional transcripts must be submitted directly to SOPHAS.**
- You must also enter all coursework into the application. If preferred, you can use SOPHAS' **Professional Transcript Entry (PTE) Service** for an additional fee.
- For detailed transcript submission guidelines, visit the [SOPHAS Help Center](#).

#### U.S. and English-Canadian Transcripts

- Submit one transcript per institution (electronic submission preferred).
- How to Send US or English-Canadian Transcripts, visit [US and English-Canadian Transcripts - Liaison](#)

#### Study Abroad or U.S. Overseas Programs

- The process for reporting Study Abroad coursework varies depending on the program type and how the domestic institution reports it. Review the options at this link : [Study Abroad or Overseas US Transcripts - Liaison](#) to determine how to report your experience. Contact customer service with any questions.

#### International and French-Canadian Transcripts

- You must submit a **course-by-course credential evaluation with GPA calculation** via [World Education Services \(WES\)](#).

- WES must send the evaluation directly to SOPHAS.
- A bachelor's degree or its U.S. equivalent is required for graduate study.
- The University of Memphis accepts evaluated coursework from agencies certified by **NACES®** ([National Association of Credential Evaluation Services](#)) or **AICE®** ([Association of International Credential Evaluators](#)).
- SpanTran and IEE are our recommended international transcript evaluation services. They have created a custom application for the University of Memphis that will help you select the right kind of evaluation at a discounted rate. You can access their application here: [SpanTran Application – University of Memphis](#) or [IEE – University of Memphis Application](#).

## ENTRANCE EXAM SCORES

- GRE Scores
  - The GRE is recommended but not required.
  - Applicants may substitute other standardized test scores (MCAT, DAT, GMAT, or LSAT) for the GRE.
  - Official GRE Scores are submitted electronically to SOPHAS directly from [Educational Testing Services \(ETS\)](#) using a unique SOPHAS GRE code.
    - SOPHAS GRE code: 6980

## LETTERS OF RECOMMENDATION

- Submit **two (2) letters of recommendation** for the MHA, EMHA, MS and MPH Programs.
- Submit **three (3) letters of recommendation** the PhD Programs.
- Letters must be signed and on official letterhead
- At least **one academic reference** from a current or former faculty member is preferred.
- Recommendations (sometimes called Letters of Evaluation, Letters of Reference, or Letters of Recommendation) are submitted by the recommenders themselves; they cannot be completed or submitted by the applicant or another party on behalf of the recommender. We are not responsible for verifying recommenders' identities. If a discrepancy is found, we reserve the right to contact the appropriate individuals to investigate and to share the discrepancy with all programs.
- Before getting started, consider the following:
  - All recommendations are submitted electronically by recommenders using [Liaison Letters](#), our Recommender Portal.
  - Research each program's requirements. You should determine whether your programs have specific requirements regarding recommender roles or relationships before listing recommenders on your application. Many programs have strict guidelines and completed recommendations cannot be removed or replaced.
  - Choose your recommenders early in the application process to ensure they have adequate time to submit your recommendation.
  - Prepare your recommenders. Once you choose your recommenders, be sure to inform them about the process and that they will be completing the recommendation electronically. We recommend getting their preferred email address and asking that they monitor that inbox for your recommendation request (which will come from [support@sophas.myliaison.com](mailto:support@sophas.myliaison.com)), including any junk or spam folders.

## STATEMENT OF PURPOSE AND OBJECTIVES

- Your statement should describe your:
  - Your motivation and interest in public health

- Why you selected your specific concentration or program
- Reasons for interest in the University of Memphis
- Career and professional goals
- Proposed research topics
- Explanation of any weak areas or extenuating circumstances in your application

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## CV/RESUME

- Your resume/CV must be current and include your full name and contact information.
- Clearly outline your educational background, including degree(s) earned, institutions attended, and dates.
- Include relevant professional experience, with job titles, organizations, responsibilities, and duration of employment.
- Highlight any leadership roles, community involvement, or volunteer experience.
- Showcase honors, awards, publications, certifications, or relevant accomplishments.
- Keep the format clean and professional (PDF preferred).
- Preferred length is 1–2 pages. If you have extensive experience or accomplishments that are relevant to the application, you may submit a longer resume/CV. However, ensure all information is concise, well-organized, and directly applicable.
- Use consistent fonts, spacing, and section headers for clarity.
- Ensure your resume/CV is tailored to the program or role you are applying for—highlight skills and experiences that align with the opportunity.
- Proofread carefully for spelling, grammar, and formatting errors before submission.

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## INTERNATIONAL APPLICANTS

- Additional requirements may apply.
- Visit the [International Admissions page](#) for more details.
- Ensure your WES evaluation is complete and submitted to SOPHAS.
- Test of English proficiency scores are required if language of instruction for prior degrees was not English ([minimum scores](#))
- International students must provide evidence of English Language Proficiency (ELP). This can be done in one of the following ways:
  - 1) If you are a citizen of one of the countries listed [here](#) or you have earned, or are in the process of earning, a four year bachelor's degree or master's degree from an accredited institution in one of the countries below, this will serve as proof of language proficiency.
  - 2) Baccalaureate or Master's Degree from an accredited institution in the U.S. or in one of the approved English-speaking countries.
  - 3) A score of 175 or higher on the Cambridge English Qualification Exam
  - 4) Successful completion of an Intensive English Language course of study through our IEI program. For information, please visit [here](#).
  - 5) English Proficiency Exams
- **English Proficiency minimum requirements**
  - **Duolingo English Test** -110 or higher on the overall score. Submit scores electronically through [Duolingo](#).
  - **TOEFL** (Test of English as a Foreign Language) 550 or higher on the paper version, 80 or higher on the internet-based test. Submit scores electronically through [ETS](#); school code 1459.
  - **IELTS** (International English Language Testing System) - 6.5 or higher. Submit scores electronically through [IELTS](#).
  - **PTE** (Pearson Test of English) - 59 or higher. Submit scores electronically through [Pearson](#).

- **ITEP** (International Test of English Proficiency) 3.9 or higher on the Academic Plus Test. Submit scores electronically through [ITEP](#).

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### Step 3: Submitting Your Application and Payment

- Before you submit your application, be aware of the following:
  - **You can make limited changes after you submit your application.** You can add new items to certain areas of the Academic History, Supporting Information, and Program Materials sections (e.g., test scores, experiences, optional documents, etc.), where applicable, but you cannot edit existing entries. You can also update recommendations with "new" or "in-progress" statuses and select additional programs to apply to. All other sections are read-only.
  - **You can submit your application before your transcripts and recommendations are received.** Please note, however, that we will not review your application until all of your transcripts, payments, and recommendations are received.
  - **Do not wait until the last minute.** You can submit your application up until 11:59 PM ET on the deadline date; however, ensure you allow for time to complete the required payment section. You must click **Submit** and complete the final payment information before the deadline in order to guarantee your submission is accepted. Additionally, be aware that during our busiest times you may experience page loading delays, and these may occur outside of customer service's hours of operation. We cannot grant deadline extensions if you miss your deadline; contact your programs directly for more information.
- Submit your application via the **Submit Application** tab in SOPHAS.
- Pay the application fee via credit card (Visa, Mastercard, AmEx, Discover).
- After submission, confirm your payment under **"Check Status" > "View Payment History."**

#### SOPHAS FEES AND FEE WAIVERS

- SOPHAS charges \$150 for the first program you apply to and \$60 for each additional program.
- **NOTE:** The University of Memphis School of Public Health does not require an additional supplemental application fee.
- The School of Public Health is not able to offer application fee waivers, but applicants are able to request fee waivers directly from SOPHAS that can be Financial-based, Service-based or International-based. The SOPHAS fee waiver assistance program application may be completed before submitting your application to the School of Public Health. To learn more about the qualification requirements and how to apply for a fee waiver, view the [SOPHAS Fees and Fee Waivers](#) page.

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### Step 4: SOPHAS Support and Questions

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](mailto:sophasinfo@liaisoncas.com) or by phone at **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.