



UNIVERSITY
OF HAWAII
HILO

University of Hawai'i at Hilo
College of Pharmacy
Supplemental Application
Instructions

Please read carefully!

Supplemental applications are due at the time of your PharmCAS application submission. The final deadline for submitting your PharmCAS and supplemental application is February 1, 2010. UHH - COP operates on a competitive, rolling admissions process. Early submission is strongly recommended. The application review process begins in August 2009 and continues until all seats are filled.

A complete application includes:

- 1) A completed PharmCAS application inclusive of two letters of recommendation and PCAT scores
- 2) Supplemental Application
 - a. F2010 UHH-COP Supplemental Application (six pages total– submitted electronically. **Please note: we will NOT accept paper copies.**)
 - b. F2010 UHH-COP Residency Declaration Form (must be printed and mailed or faxed but NOT emailed.)
 - c. F2010 UHH–COP Supplemental Application Fee Form and a \$50.00 application fee (check or money order payments must be printed and mailed, credit card payments may be either faxed or mailed but NOT emailed.)

Directions:

1. Open the F2010 UHH-COP Supplemental Application in Microsoft Word, complete it and save it to your desktop in this format:

Last name, First name supplemental 2010.
Example: Smith, Rachel supplemental 2010

➤ *If you do not have Microsoft Word access, use the Adobe form-fillable version.*

IMPORTANT: If using Adobe, you will need Adobe Acrobat Pro to save your text in the document to your desk top. If you are using Adobe Reader, you will not be able to save the data typed into this form. Instead print your completed form and scan the document. Do not scan each page individually, rather scan and save as one document. Save your scanned document to your desktop in this format:

Last name, First name supplemental 2010
Example: Smith, Rachel supplemental 2010

2. Email this document to: pharmacy@hawaii.edu. In the subject line of the email please write: **Last name, First name supplemental 2010.**
3. Additional information on the F2010 UHH-COP Supplemental Application:
 - a. Additions to this application may be submitted **as an attachment** in the same email. For example, if you would like to submit your Pharmacy Technician Certification please scan the document and attach it to your email. Please **do not** submit additions to your application as text in the body of the email. **We will not accept hard copy applications this year!** We will also not accept additional application materials via hard copy unless requested specifically by the UHH-COP Admissions Committee.
 - b. Page 3 is to be completed by applicants who have indicated yes to being the recipient of unacceptable academic performance, a misdemeanor or a felony.
 - c. Page 3: Although not required, an applicant may also use this space to provide relevant and brief additional information which may support their application if they desire.
 - d. Page 4 & 5: **In the credit column, it is important to make sure you indicate the number of credits followed by an S for courses taken on a semester system and Q for courses taken on a quarter systems. (Example: 4S for 4 semester credits or 4Q for 4 quarter credits)**
 - e. Page 4 & 5: When completing the prerequisite checklist on page 4 and 5, abbreviate if necessary to accommodate for space limitations. If you are unsure which courses you have taken meet our requirements, please view the frequently asked question page on our website <http://pharmacy.uhh.hawaii.edu/faq.php>. If you still have questions, email pharmacy@hawaii.edu.
4. Print the F2010 UHH-COP Residency Declaration Form. This form is not form-fillable and must be printed and completed by hand. Fax or mail this document to the address below. Please note:
 - Non-residents: Complete only box A and your name at the top of the page.
 - Hawaii state residents: must complete the form as indicated.
5. Open (either in Microsoft Word or Adobe) and complete the F2010 UHH-COP Supplemental Application Fee Form (form-fillable), print and submit either by fax or mail (do NOT email) with payment to the address below. **The supplemental application fee is \$50.00 dollars. If paying by check or money order, please make checks payable to UH Hilo.**
6. When the UH Hilo Student Affairs Office receives your complete application a confirmation email will be sent to you within two weeks.

7. Please note: **ALL** correspondence during the admissions process from the UH Hilo College of Pharmacy will be through email and telephone. Please update PharmCAS with your correct contact information. At the close of the PharmCAS cycle in April, contact our office via email to update your contact information if changes occur.

Mailing Address:

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