

**Subject:** Authorize File Transfer to PharmCAS [*or similar*]

Dear [*Name*],

As you know, your file was reviewed through your initial Centralized Application Services (CAS) application to [*Institution Name*]. In order to start the background check process and provide PharmCAS and the American Association of Colleges of Pharmacy (AACCP) the needed de-identified matriculation data we are requesting that you allow Liaison to move your data from your original CAS system to PharmCAS. **This will require no cost or action on your part aside from giving permission to move the data.** Liaison is the company that administers all of the CAS systems: PharmCAS, ADEA AADSAS (Dental), OptomCAS (Optometry), AACPMAS (DO), CASPA (PA), VMCAS (Vet). We will limit the data to general demographic information and academic information such as coursework/colleges attended, and degrees obtained.

Only the following items will be populated on the PharmCAS application on your behalf. All other items on the PharmCAS record will be left blank. This data will not affect your acceptance status at [*Institution Name, Program Name*] nor be shared with any other colleges or universities without your permission. You must contact [*School contact*] directly if you have questions about your PharmCAS record.

- Your Name
- Preferred Name (if available)
- Current Address
- Phone
- Colleges Attended
- Transcript Entry (Coursework)
- Official Transcripts

Before your application can be transferred to PharmCAS via Liaison's Explore Health Careers Program, you must agree to the following terms and sign this form:

- I affirm I have never applied to any pharmacy schools via the regular PharmCAS application process.
- I agree to contact the institution directly with any questions about the transfer process.
- I agree not to submit a duplicate application to this institution via the regular PharmCAS process.
- If I am granted a deferred acceptance, I understand I am responsible for creating and submitting a new application and all official transcripts to PharmCAS via the regular process as a condition of my deferral and before I enroll in the Pharm.D. degree program.
- I understand I cannot use Liaison's Explore Health Careers Program for PharmCAS again in future admission cycles.

\_\_\_\_\_ I agree to the outlined terms and give [*Institution Name, Program Name*] and Liaison permission to move my file data from my original CAS to PharmCAS.

\_\_\_\_\_ I DO NOT permit the movement of my data at this time and chose to withdraw my application.

Please return this to me as soon as you can so that we can begin the process. Thank you.

Sincerely,

[*Signature*]