

# International Biomedical Regulatory Science Program

## MASTER of SCIENCE in PHARMACY with an *emphasis* in Regulatory Sciences

## APPLICATION PACKET

*Use this application packet for both the Thesis Option and the Project Option*

### Application Deadlines:

Domestic - Fall Semester: June 1 & Spring Semester: November 1  
International - Fall Semester: April 15 & Spring Semester: October 15

College of Pharmacy  
The University of Georgia Gwinnett Campus  
Lawrenceville, Georgia



UNIVERSITY OF  
**GEORGIA**

College of Pharmacy

*International Biomedical  
Regulatory Sciences*

# Regulatory Sciences Program

## Regulatory Sciences Masters Application Packet

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#### Application Deadlines

Domestic - Fall Semester: June 1 & Spring Semester: November 1  
International - Fall Semester: April 15 & Spring Semester: October 15

#### IMPORTANT NOTES:

1. **This application is for the Master of Science Program only.** This application is for the Master of Science Degree in Pharmacy (with an *emphasis* in Regulatory Sciences). Please review the Department's website for the most up-to-date information.
2. This application is a supplemental application specific to the Regulatory Sciences Graduate Program. The Supplemental Department Application deadlines are listed above.
3. You will **also** need to submit a University of Georgia Graduate School application and supply the necessary information to the Graduate School. Regulatory Science Program's Deadlines take precedence over the UGA Graduate School deadlines.
  - This is a separate application process. The web address for the UGA's Graduate School is [grad.uga.edu/](http://grad.uga.edu/). Be sure to note that you are a **DEGREE** seeking candidate.
  - The UGA Graduate School code for the Thesis Path is **MS PHRM GWON**. The UGA Graduate School code for the Project Path is **MS PHRM GONT**. When you apply to the UGA Graduate School, it will ask to what program you are applying. To this, you should insert either code **MS PHRM GWON** for the Thesis, or code **MS PHRM GONT** for the Project option.

4. It is your responsibility to ensure that your application is complete and submitted by the deadline. Incomplete applications will not be considered. Admissions decisions will be made only on complete files.
  - Deadlines: Applications for admission and all supporting documents must be received in the Regulatory Sciences Office by:
    - Fall Semester - June 1 (domestic) and April 15 (international)
    - Spring Semester – November 1 (domestic) and October 15 (international)
    - All materials must be received by Regulatory Sciences Office by the deadline noted, not “post-marked by.”
5. For the most up-to-date information, be sure to check both the Departmental website at [rs.rx.uga.edu](http://rs.rx.uga.edu) and the UGA Graduate School website [grad.uga.edu/](http://grad.uga.edu/).
6. You should follow your application status using the UGA Graduate School tracking system. The department is unable to discuss an applicant's status.
7. We are happy to address specific application and program questions with the applicant only. Spouses, partners, significant others, parents, employers, etc. must not contact our office on behalf of an applicant.

For current or previously enrolled RS or CT Certificate Students:

1. Because you provided two letters of recommendation prior to your admission to the program, you need to provide only 1 additional letter of recommendation.
2. You will need to reapply to the UGA Graduate School. This time, you will be a degree seeking student. An additional application charge will apply.

# Regulatory Science GRADUATE EDUCATION PROGRAM MASTER OF SCIENCE

## Application Procedures

### Admission Guidelines for the Master of Science Program

All applicants:

Send to the Regulatory Sciences Department -

1. Completed Personal Information Profile that is a part of this document.
2. Current résumé outlining the applicant's clinical trials or regulatory affairs or sciences experience
3. A one-page **Statement of Purpose** directed to the Regulatory Sciences Program.
4. Schedule Program Interview: **Each MS Applicant must contact the Regulatory Sciences Office to schedule his/her Department Interview.** Contact the RS Office for interview dates.
5. *Optional (if applicable):* Letter of Support from Employer that supports the applicant's participation in this program and outlines the perceived benefit of this coursework to your professional work

Send to the UGA Graduate School –

6. Completed UGA Graduate School Application found at [grad.uga.edu/](http://grad.uga.edu/). The Graduate School Application must be submitted directly to the Graduate School using the contact information on the website. In general, Graduate School Application includes:
  - a. Completing the general application for admission as a **DEGREE** Seeking student.
  - b. Use one of two program codes: **MS PHRM GWON** (Thesis option) or **MS PHRM GONT** (Project option).
  - c. A brief Statement of Purpose
  - d. **Three (3) Recommendation Requests**, using the UGA Graduate School online recommendation form at [grad.uga.edu/index.php/prospective-students/domestic-application-information/requirements/application-forms/](http://grad.uga.edu/index.php/prospective-students/domestic-application-information/requirements/application-forms/).
    - For currently or previously enrolled certificate students, you need to provide only one additional letter of recommendation.
  - e. An Application-processing fee
7. Submit two (2) official copies of transcripts from the institution that awarded all of your higher education degrees; must be in sealed envelope, mailed directly from awarding institution to the UGA Graduate School.
8. *International Students* will also need to submit TOEFL scores. Send these scores directly to the UGA Graduate School.

**Please follow the application preparation procedures when submitting your application materials.** Note: In order to be considered for the appropriate semester, deadlines must be followed.

All applicants:

- Print clearly or type all forms.
- Fully complete all Regulatory Sciences Graduate Education Program application forms.
- Be sure to sign and date all signature blocks.

**Have I included everything in my Admissions Portfolio?**

**Check List**

**To the RS Department:**

- ☐ Personal Information Profile
- ☐ Current Résumé/Curriculum Vitae
- ☐ Statement of Purpose
- ☐ *Optional:* Letter of Support from Employer
- ☐ You must also complete a University of Georgia Graduate School application at [www.grad.uga.edu/](http://www.grad.uga.edu/)
- ☐ ***Do not contact the RS Dept. on the status of your application. Follow your application status using the UGA Graduate School online tracking system.***

**Check List**

**To the UGA Graduate School:**

- ☐ UGA Graduate School Application - you must also apply to the UGA Graduate School using their online application process, [grad.uga.edu/](http://grad.uga.edu/).
- ☐ Official copies of academic transcripts
- ☐ Three Letters of Recommendation using the online UGA Graduate School Form (use the [Departmental Recommendation Form](#) only if you experience difficulty with the online option.
- ☐ International students must supply TOEFL Scores.
  - Remember, for international students, our program does not offer student visa sponsorships or student assistantships.

## **Mailing Instructions**

The Clinical Trials Department Application materials must be received on or before the deadline for term of enrollment. All materials must be received by Regulatory Sciences Office by the deadline noted, not “post-marked by.” **Department Deadline is: Fall Semester: June 1 (domestic) & April 15 (international); Spring Semester: November 1 (domestic) & October 15 (international)**

**You may send your information via email to [cdavpt1@uga.edu](mailto:cdavpt1@uga.edu). Or, you may send your information through the US Mail.** Be sure to send only the completed application to the address below. Use the entire mailing address.

**International Biomedical Regulatory Sciences Program  
The University of Georgia Gwinnett Campus  
College of Pharmacy  
2530 Sever Road, Suite 100  
Lawrenceville, Georgia 30043**

Other Important Notes:

- 1) For any questions, please contact the application coordinator at (678) 985-6809.
- 2) We are happy to address specific application and program questions with the applicant only.
- 3) Use caution if sending any information by email. The College of Pharmacy email servers are not secure to handle sensitive information like social security numbers.
- 4) When you identify your preferred email address below, understand that it is YOUR responsibility to check your email regularly in order to receive timely information from the department and the University. The University recognizes e-mail as an official means of communication. It is therefore important that you check your email regularly. Failure to respond to requests in a timely manner can jeopardize your application. Be sure to add **.uga.edu** domain to your email **safe list** to ensure that you receive all university and departmental correspondence.
- 5) Information requested by the UGA Graduate School Admissions should be sent to their attention, [grad.uga.edu/](http://grad.uga.edu/) or [gradadm@uga.edu](mailto:gradadm@uga.edu).
- 6) **Do not contact the RS Dept. on the status of your application. Follow your application status using the UGA Graduate School online tracking system.**
- 7) **Remember to review the program's tuition structure, E-Rate, at (estimate only) [www.ra.rx.uga.edu/program\\_info/reg\\_affairs\\_masters/tuition.php](http://www.ra.rx.uga.edu/program_info/reg_affairs_masters/tuition.php).**
- 8) **The department does not offer financial sponsorships or assistantships. It is the applicant's or student's responsibility to familiarize him or herself with the tuition and to seek out financial aid if needed. UGA's Office of Financial Aid URL is [www.uga.edu/osfa/index.html](http://www.uga.edu/osfa/index.html).**
- 9) **The Certificate in Clinical Trials is a separate application and process.**
- 10) **The Regulatory Sciences Certificate program is a separate application and process.**

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## Personal Information Profile

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REGULATORY SCIENCES MS PROGRAM APPLICATION

**Departmental Application Deadline:**

**Fall Semester: June 1 (domestic) & April 15 (international)**

**Spring Semester: November 1 (domestic) & October 15 (international)**

*Optional:* Please submit an application photo of yourself or send a digital image to [cdavpt1@uga.edu](mailto:cdavpt1@uga.edu). This image will be used for secure class composite directory.

**Adobe Acrobat may be used to fill out this form**

### Personal Data

Please print carefully or type responses to all sections of the application. Attach additional sheets if necessary.

Name: \_\_\_\_\_ Gender: M \_\_\_\_ F \_\_\_\_  
(Last, First, Middle Initial)

Name you prefer to be called: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
(mm/dd/yyyy)

Please state your residency status: U.S. citizen \_\_\_\_ Permanent Resident \_\_\_\_ F-1 Visa \_\_\_\_  
GA resident \_\_\_\_ Other \_\_\_\_ (identify) \_\_\_\_\_

*Optional:* Please check one of the following:

White, Non-Hispanic \_\_\_\_ Black, Non-Hispanic \_\_\_\_ Hispanic \_\_\_\_  
Asian/Pacific Islander \_\_\_\_ American Indian \_\_\_\_ Other \_\_\_\_

### Home Address:

\_\_\_\_\_  
Street

\_\_\_\_\_  
City State & Zip Code

Phone: ( \_\_\_\_ ) \_\_\_\_\_ Alt Phone: ( \_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_ This is your preferred email address. It is YOUR responsibility to check your email regularly in order to receive timely information. The University recognizes e-mail as an official means of communication. It is therefore important that you check your email regularly.



**Business Name Position/Title:**

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**Work Address:**

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Street	City, State, & Zip Code
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Phone: ( \_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_ ) \_\_\_\_\_

Work Email (or secondary email address): \_\_\_\_\_

**Work History**

Attach additional sheets as necessary. List starting with your current (or most recent) position the jobs that you have held:

Employer	Position	City	State	Employment Dates
Employer	Position	City	State	Employment Dates
Employer	Position	City	State	Employment Dates
Employer	Position	City	State	Employment Dates

**College or University**

Name in chronological order the institution(s) which you have attended for college credit. Give the name of each institution, the dates of your attendance, and the degree received.

<u>Name of School or College</u>	<u>From</u>	<u>To</u>	<u>Degree</u>

If you are currently attending a college or university, list the degree you are pursuing and/or courses you are now taking.

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### **Certifications / Licensures**

Please list here and describe in detail on your résumé any certifications and/or licensures (like CQE, RAC).

State

Type

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I certify that the responses on this application form and all accompanying materials are true to the best of my knowledge, and I am aware that any knowing falsification hereon may result in denial of admission. Further, it is my understanding that I shall not be considered for admission until I have submitted all credentials.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notice to Applicant - Use this Recommendation form ONLY if you are unable to access the UGA Graduate School ONLINE Recommendation system.

## Recommendation Form

For the Regulatory Sciences Masters of Science Program

### Adobe Acrobat may be used to fill out this form.

You may use the Graduate School Recommendation form or this form. For questions, contact the Regulatory Sciences Program coordinator at (678) 985-6809 or by email [cdavpt1@uga.edu](mailto:cdavpt1@uga.edu).

### To the Applicant:

Two recommendation request forms are required and must be mailed under separate cover. One recommendation form should come from your current employer or supervisor unless self-employed.

Applicant's Name: \_\_\_\_\_  
(Please print or type)

Your recommendation can be mailed to:

**International Biomedical Regulatory Sciences Programs**  
**The University of Georgia, College of Pharmacy**  
**Gwinnett Campus**  
**2530 Sever Road**  
**Lawrenceville, GA 30043**  
**Fax#: 770-357-3805 or email [cdavpt1@uga.edu](mailto:cdavpt1@uga.edu).**

Federal law grants access to educational records to students after enrollment. I voluntarily waive my right of access to the information contained in the recommendation and agree that it shall remain confidential.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### To the Recommender:

Recommender's Name: \_\_\_\_\_  
(Please print or type)

Business Name and Position/Title:

Address:

Street

City State & Zip Code

Phone: ( \_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

The Admissions Committee of the Biomedical Regulatory Sciences Program of the College of Pharmacy at the University of Georgia appreciates your assistance in evaluating this applicant.

Please complete both pages of this form and return to the address above. Responses should involve specific knowledge relevant to the applicant's potential to study. The applicant has chosen you to make an honest, candid assessment of his/her abilities. Your recommendation will be considered in the admissions process.

Federal law grants access to educational records to students after enrollment. Therefore, unless the statement above which waives access is signed by the applicant, we cannot guarantee the confidentiality of your recommendation.

How well do you know the applicant?

Very Well \_\_\_\_\_ Moderately \_\_\_\_\_ Slightly \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

My relationship to the applicant is/was in the following capacity:

\_\_\_\_\_ Current Employer/Supervisor      \_\_\_\_\_ Past Employer/Supervisor  
\_\_\_\_\_ Professional Colleague      \_\_\_\_\_ Instructor/Teacher/Professor  
\_\_\_\_\_ Friend/Acquaintance

Other (please specify): \_\_\_\_\_

How would you rate the applicant for each of the following characteristics? Please click on the box which best describes the applicant to insert the ✓ or an X in the appropriate field.

<b>Characteristic</b>	<b>Outstanding</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>No basis for assessment</b>
<b>Goal Orientation (motivation)</b>					
<b>Intellectual ability (keenness, capacity)</b>					
<b>Professionalism (promptness, perseverance, dependability)</b>					
<b>Dedication</b>					
<b>Organization Skills</b>					
<b>Initiative (independence, resourcefulness)</b>					
<b>Character (integrity, honesty, responsibility, ethics)</b>					
<b>Maturity (leadership, assertiveness)</b>					
<b>Personality (self-confidence, sense of humor)</b>					
<b>Ability to work with others</b>					
<b>Communication (oral)</b>					
<b>Communication (written)</b>					
<b>Interest in Profession</b>					

Please express your opinions based on your contact with the applicant. You may share any information which would be relevant to his/her character, capabilities, performance, readiness, and motivation to complete the Biomedical Regulatory Sciences Program. Your time and effort in this endeavor is of value to the Admissions Committee in their consideration of the applicant.

Please print or type. Attach additional sheets or letter if necessary.

Recommendation concerning admission (please check one):

- ☐ I highly recommend this applicant.
- ☐ I recommend this applicant.
- ☐ I recommend this applicant, but with some reservations.
- ☐ I am not able to recommend this applicant.

Signature of recommender: \_\_\_\_\_ Date: \_\_\_\_\_

Your recommendation can be mailed to:

**International Biomedical Regulatory Sciences Programs**  
**The University of Georgia, College of Pharmacy**  
**Gwinnett Campus**  
**2530 Sever Road, Suite 100**  
**Lawrenceville, GA 30043**  
**Fax#: 770-357-3805 or email [cdavpt1@uga.edu](mailto:cdavpt1@uga.edu).**

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## Connectivity Expectations

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**If you are admitted into the Regulatory Sciences Program, you must ensure the following:**

These are requirements. Inability to operate basic listed hardware and software will jeopardize admission or progression in the program.

### Internet Access

This online program requires a reliable connection to the Internet. You are responsible for setting up your own connection to the Internet. A broadband connection of 384 Kbps or higher is strongly recommended due to the rich media content in many of the online courses.

### Operating System

We are an MS Windows Operating System Program. If you opt to use another operating system, like Apple OS, you will need to get support from UGA's EITS Office.

### Email

Make sure that you have provided both the Department and the University with your preferred email address. It is YOUR responsibility to check your email regularly in order to receive timely information. The University recognizes e-mail as an official means of communication. It is therefore important that you check your email regularly. If admitted, only your UGA email address will be tracked.

Be sure to add **.uga.edu** domain to your email **safe list** to ensure that you receive all university and departmental correspondence.

### Online Courses

If admitted UGA will provide you with a UGA MyID account giving you access to e-mail and eLearning Commons, and other services. It is your responsibility to make sure your MyID account and password is active. All of your course materials will appear in eLC. We will use eLC to make announcements pertaining to this course. It is your responsibility to check your eLC News and Content Modules on a regular basis to make sure you keep current with the course.

### Software required

Microsoft Office Suite (Microsoft Works is NOT supported) **Note:** If you use a version of Microsoft Office other than the current version, you may need to download the Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 file formats to ensure that you can view documents from your instructor and fellow students.

Adobe Acrobat Reader (latest version) – If you have the full version of Adobe Acrobat, you do NOT need Adobe Reader.

Computer Microphone

## **Distance Learning & Time Management**

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**Here are some points for you to consider before enrolling in an online distance education course:**

- Distance learning courses give you greater freedom to schedule your work, but they also require more self-discipline.
- Some people learn best by interacting with other students, but online courses do not afford as much opportunity for this type of interaction.
- Distance learning courses require you to work from written directions, without face-to-face explanations by the instructor.
- Online courses require at least as much time as attending classes and completing assignments for campus courses.
- Online courses use technology for teaching and communication. You will need to be comfortable with such computer techniques as up and downloading your assignments and using email to transmit and receive course materials.
- Text-based materials are the primary source of directions and information in many online learning courses. Online courses may still require occasional trips to campus for orientation, exams and seminars.

### **Time Management Considerations**

The Regulatory Sciences Programs will require that you:

#### *Estimates only*

- Conduct independent learning (roughly 2-4 hours of lecture time per week per course plus additional self-study time estimated at 4-12 hours/week).
- Complete work assignments over the internet (roughly 2-4 hours per week per course)