HOW TO APPLY

Deadlines

| Current Xavier University students | October 15th |
| Former Xavier University students and New Transfer students | December 15th |

Please read all the information below before submitting your application for admission. The College of Pharmacy application period opens on August 1 and closes on December 15. Only completed applications received by the deadline date will be processed. When the deadline date falls on a Saturday or Sunday, all materials must be received by the end of the business day on the preceding Friday. We encourage you to apply and submit all application materials early and monitor your application checklist online. Applications and/or documents received after the deadline date are considered LATE and will not be reviewed. Documents postmarked on the deadline date will not be considered for completion of the application process.

To apply to the College of Pharmacy the following documents are required:

1. All students must apply using the College of Pharmacy on-line application. Be sure to select the appropriate applicant type from the drop-down box:
   - Internal Transfer – Currently enrolled Xavier University
   - Readmit Student - Applicants who have previously attended or graduated
   - New Transfer Student – Applicants transferring/ graduated from another

2. Signature Page and a non-refundable application fee of $25.00

3. Recommendation Forms (3 required)

   Arrange to have your three separate “Recommendation Forms” sent directly to the Xavier University Office of Admissions by the recommenders. Two of the recommendations must be from science or mathematics instructor who has taught the applicant at the college level. The third recommendation may be from someone, preferably a health professional, under whose supervision the applicant has worked or another mathematics or science instructors who has taught the applicant at the college level. Unacceptable recommendations will render the application incomplete; such applications will not be given further consideration for admission. The following Recommendations are not acceptable:
   - recommendations mailed to the University by the
   - recommendations from relatives or
   - faxed or hand-delivered recommendations by
   - faxed recommendations by the

4. Pharmacy Instructions Form

5. Pre-Pharmacy Requirements Form

6. Official transcripts from each college/university attended including:
   - Concurrent and/or dual enrollment
   - College-level AP or CLEP grade
   - Verification of enrollment from the Registrar’s Office if newly
   - Foreign College/University: An official detailed course-by-course transcript evaluation for each foreign college/university attended. This report must be sent directly from a foreign transcript evaluation service. Copies of reports or courses listed on other transcripts are not acceptable.

Educational Credential Evaluators, Inc.
PO Box 514070
Milwaukee WI 53203-3470
414-289-3400
All transcripts must be mailed in a sealed institutional envelope directly to the Office of Admissions from each college or university attended. Transcripts that are hand-carried or mailed by the student, even if in a sealed envelope, are not official and will not be accepted for purposes of admission. Applicants who fail to report all institutions attended, including summer sessions, forfeit their eligibility for admission.

7. A minimum 250-word Statement of Interest detailing applicant’s motivation and professional career goals for pharmacy.

8. Non-citizens of the United States must submit a Certificate of Financial Support and one of the following:
   - a legible photocopy of the applicant’s Permanent Resident Card (Green
   - a notarized document from a financial institution verifying availability of funds for each sponsor(s)

All documents must be received by the stated deadline date to complete the application process. The University is not responsible for delays in mail delivery. Documents must not be sent to the College of Pharmacy or Registrar’s Office. All documents must be mailed to the following address:

Office of Admissions
Xavier University of Louisiana
1 Drexel Drive
New Orleans, LA 70125

Withdrawal of Application

The deadline to withdraw an application to the College of Pharmacy is January 15th. Applicants must submit a brief statement to the Admissions Office requesting withdrawal of their College of Pharmacy application. Requests to withdraw which are received after this date will not be considered.

Interview Process

The purpose of the interview is to assess oral communication skills, writing skills, motivation for pharmacy, and leadership abilities. The interview consists of two parts: an oral interview and a writing test. After the Office of Admissions receives all required documents, the applicant’s file will be reviewed. If an interview is granted, the College of Pharmacy will contact the applicant by telephone to schedule an appointment for the interview.

Final Selection Process

Applicants will be notified by mail of the final admissions decision. If admitted, applicants must submit a non-refundable $500.00 deposit to hold a space in the class. This deposit must be received by the stated deadline date along with a signed “Statement of Course Completion” and “Class Schedule”. Under certain circumstances admissions may be rescinded if the applicant fails to meet all admissions standards including: 1) failing to submit final official transcripts of Fall and/or Spring grade 2) having course deficiencies that exceed the seven (7) credit hours needed to complete the pre-pharmacy requirements 3) earning a grade of C- or below in required courses or 4) having a cumulative grade point average that falls below a 2.5. Applicants should also have official transcripts of all coursework taken during the Fall and/or Spring sent to the Office of Admissions by July 1. Transcripts from summer work must be submitted by August 1.

Additional Information

Applicants can review their application status of their on-line application using their Login ID and password. If you have any questions or concerns about this process, please e-mail us at applyxucop@xula.edu.