



CHAPTER 3

Navigating PhORCAS

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PhORCAS stands for the Pharmacy Online Residency Centralized Application Service. The system is similar to how you may have applied to pharmacy programs using the Pharmacy College Application Service (PharmCAS) and allows all of your application materials to be in one location. All precandidate, candidate, or accredited residency programs that participate in the MATCH use PhORCAS. The PhORCAS HELP section on the PhORCAS homepage (<https://portal.phorcas.org/>) provides a link to participating programs. It is important to check with a program that does not meet the above distinction to determine specific application requirements.

CREATING AN ACCOUNT

Setting up an account is rather easy and there is no associated fee with it. Each applicant will be provided a unique PhORCAS ID number, which is generated upon registering for an account. The PhORCAS ID is important to have available if you need to call for help. When you are setting up your account you will be requested to provide your contact information. You will need to enter your legal name; however, in the main menu under Personal Information you have the opportunity to add a preferred name. Use a professional e-mail that you frequently check or one that is forwarded to the account

you check frequently. This is important because the e-mail you enter is the one that PhORCAS (and the National Matching Services, Inc. [NMS]) will use.

You will be asked to include pharmacy license information. If you are not a licensed pharmacist (that means most of you), you can select “No State” from the drop-down menu.



There is no cost to start a PhORCAS account. You should sign up when the portal becomes available in November to familiarize yourself with requirements.

EDUCATIONAL INFORMATION

There are two subheadings: “Non Pharmacy College(s) Attended” and “Pharmacy College(s) Attended.” The pharmacy program you attended is required on the application checklist, but you should also add any other prior colleges or universities attended. However, transcripts are only required from the pharmacy program you attend unless a residency program has a specific requirement. Once you have added your college(s) information correctly, the download icon will appear. You will have the ability to generate a transcript request form to send to the Registrar’s Office at your pharmacy program (or other college/university if applicable). Using this form allows your transcript to be matched with your application in PhORCAS, which is helpful as the transcript request form must be attached to your official transcript.

TRANSCRIPT REQUIREMENTS

The transcript request tends to be one of the most stressful parts of creating your PhORCAS account. The good news is that regardless of the number of residency programs you apply to, you only have to request one transcript sent to PhORCAS. If you follow the requirements, you should have minimal issues in getting your transcript(s) on time. Transcripts must be original, addressed to PhORCAS (or the transcripts will not be accepted), and mailed from the Registrar’s Office. Because of this, it is important to note the dates the university may not be in session during the Winter break to make sure your request can be processed in a timely manner. The application portal has a Status Section you should review frequently to see if the transcript has been received. It takes up to seven business days for your transcript to post to your application from the date it was received. Follow-up with your Registrar’s Office to make sure the transcripts were sent. If you verify the transcripts were sent from your university, contact PhORCAS customer service if the transcript is not posted after two weeks of being sent.