

International Applicant Helpful Tips

Step 1: Determine Your Eligibility

- Review the eligibility requirements and [Content Outline](#) for your chosen specialty in order to determine if you are eligible.
- The Content Outline provides a detailed list of the types of job duties that qualify as valid practice experience in your chosen specialty.
- Practice experience is only valid after **full pharmacist licensure** by an official government licensing body. Only current, valid pharmacy licenses with certified English translations will be accepted and should be uploaded with your application. Internship experience or any other work experience earned prior to full licensure will not be counted towards this requirement.

Step 2: Application Process

- Create a profile and submit your application online



- Use your full legal first and last name on your application exactly as it appears on your ID. You may be denied entry to the test site if the name on your admission ticket does not match the name on your ID.
- Provide complete contact information for your employer including the name of the business, your supervisor's full name, business email address and phone number.

Step 3: Education Documentation Request

- Submit a [Graduation Documentation Submission Form](#) to your University.
- Once you have submitted your application, please complete the Graduation Documentation Submission Form, send it to your University to request a copy of your University transcripts or have the graduation certificate sent directly to BPS. Please note, all applications are processed within 20 working days of receipt.
- You must include your BPS ID on this completed form. It can be found in your BPS online profile:

The screenshot shows a user profile page with several tabs: Details, Emails, All Activity, Attributes, and Log History. Under the 'Personal' tab, there are sub-tabs for Background, Certification, and CE Info. The 'Profile' section contains a table with the following data:

Name	BPS ID
[Redacted]	IND-879673
Username	Password
[Redacted]	[Redacted]

Below the profile table, there is a 'Last Update' section with a list of updates:

- Last Updated: 6/1/2015 6:34:51 PM
- PROFGROUP1 Has your license ever been revoked or suspended? changed to No
- PROFGROUP1 Date of Initial Licensure changed to 6/28/2001
- Other Name: Head changed to Elizabeth Diana Smith; Date of Birth changed to 5/25/1977
- More...

The 'Contact Info' section includes fields for Email Address, Secondary Email, Home Phone, Cell Phone, and Work Phone. The 'Address' section includes fields for Mailing Address, Work Address, and Home Address. The 'Certification Information' section is partially visible at the bottom.

Step 4: Sending Your Documents to BPS

- Please request your University to include this form along with your education documentation when they send it to BPS. Failure to do so will result in your application review being significantly delayed or denied.
- Your transcript status will be updated via your BPS account. You can log into your account to check your status to see if it has been received. **Your status will be updated to "Awaiting Approval" if your transcripts have been received and are under review.**
- Please be advised that if your graduation documents are sent directly to BPS in a foreign language, BPS staff will not confirm receipt until the translation process has been completed

through a service provided by BPS. This can add an additional 7 to 10 business days to the review time.

Step 5: General Communication with BPS

- Send all correspondence using the BPS [“Contact Us”](#) form. Please note that replies can take up to 5 business days.
- Always include your full name, University, and Date of Birth (DOB) when sending emails to BPS in order to ensure the accuracy of information.
- Once you receive a reply, please continue the discussion with the BPS staff person emailing you. Do not send any additional emails to other BPS staff or fill out another Contact Us form.
- Always reply to the last message in the email thread with the same BPS Staff person in order to maintain the continuity of the conversation and to insure the accuracy of the information being provided.
- If you receive a request for additional documentation, please upload it directly to your profile using the link provided in the email sent to you.

Step 6: The Review Process

- Application review can take up to 20 business days.
- Please reply to all requests for additional information in a timely manner and with all of the requested information or your review may be delayed or your application denied.
- You can check the status of your application by logging into your MyBPS account.

Step 7: Scheduling

- If your application is approved, you will receive a “notice to schedule” email from our test site administrator “Castle Worldwide.” See [“Dates, Deadlines, and Fees”](#) for a complete schedule.
- Scheduling is on a first come, first served basis depending on when your application was submitted.
- International applicants taking the computer based exam must schedule at least 10 business days prior to their desired exam date. Candidates testing in those countries offering the paper based exam must schedule their exam date at least 3 weeks in advance of the testing window.
- Candidates may reschedule a test up to 10 business days in advance of the scheduled date within the designated window by contacting Castle Worldwide directly. A \$50.00 non-refundable fee will be imposed by Castle Worldwide.
- Deferrals are only allowed from the Spring to Fall exam cycles. Fall examinations cannot be deferred.