

Letter of Explanation

Dear Prospective Applicant,

Thank you for your request for an application to our Medical Laboratory Science program.

Please review the eligibility requirements of the program prior to completion of the application (available on website).

Successful application requires the following steps to be completed and in the MLS program director's office on or before November 1 for the July class or August 1 for the January class.

1. Completed application form (available on website)
2. Current official transcripts from each college and university attended
3. Two (2) completed reference forms from college professors (available on website)
  - a. Complete the applicant information on each form before you give to professor.
  - b. Ask the professor to complete and return the reference form to the address below on or before November 1 for the July class or August 1 for the January class. It is strongly recommended you provide a stamped, addressed envelope for each reference.

The program director will review materials as received. The applicant will be notified if items are incomplete or missing.

In early November or early August, the program director will contact viable applicants for an interview. Final candidate selections are made in late December and late August.

It is mandatory that your most recent transcript is included in your application file. You may fax an unofficial copy of the grades to the program director as soon as they are available. Your application will not be considered if there are any grades pending. A final official transcript will be required upon admission to the MLS program.

If you have any questions, please contact the program director.

Sincerely,

Karen Adkins