APPLICATION CHECKLIST

Initial each box below to affirm you completed that step prior to applying. SUBMIT THIS PAGE WITH APPLICATION.

☐ Are you college ready? Have you completed the . . .
   1. “Apply Texas” application for admission to St. Philip’s College if necessary?
   2. Assessment tests or submitted assessment scores; or are you exempt?
      See How to Apply for details

☐ Have you completed program prerequisite courses if applicable?
   Contact program director, check program website and/or Quick Reference Checklist.

☐ Have you completed (and included) the TEAS V pre-entrance exam score if applicable?
   Contact program director, check program website and/or Quick Reference Checklist.

☐ Have you included any additional healthcare licensure documents, if applicable?
   Contact program director, check program website and/or Quick Reference Checklist.

☐ Have you checked if you meet the minimum grade point average (GPA) requirement?
   You must have minimum of 2.5 on a 4.0 scale to apply for any Allied Health program. Some programs require a higher GPA requirement. See program website or Quick Reference Checklist.

☐ Did you check the program website or the Quick Reference Checklist to make sure you will meet the program application deadline?
   Program application deadline is July 4th. Applications are not accepted after the stated deadline.

☐ Did you complete the Allied Health Department student application form?
   Fill out the entire form legibly and completely. You must sign and date the form.

☐ Did you include an essay?
   A one-page, double-spaced, typed essay stating reasons for pursuing the program of interest is required.

☐ Did you include official transcripts?
   Official transcripts from all colleges (including St. Philip’s College if applicable) attended are required. An official transcript is one printed on official paper from the Registrar’s office and in a sealed envelope. Students should request the transcript(s) be sent to their home address. DO NOT OPEN. Submit official transcripts with all other application documents in one sealed envelope. A separate official transcript must also be provided to the records and registration office.

☐ Did you complete all requirements for your selected program?
   Contact program director, check program website and/or Quick Reference Checklist.

☐ Did you read the NOTICE TO PROGRAM APPLICANTS statement?
   This is the document. Include with the application.

☐ Did you place all documents in ONE sealed envelope addressed with the Program name?
   Documents mailed separately from the application form will not be considered.
   Application and required documents must be mailed USPS to:
   Department of Allied Health - St. Philip’s College
   Invasive Cardiovascular Technology Program
   1801 Martin Luther King Drive
   San Antonio, TX 78203-2098

Revised 6.13.2013