



## NOTICE TO PROGRAM APPLICANTS

The Medical Laboratory Technician program makes every effort to provide an understandable application process by insuring each applicant has the necessary information for application completion. It is the student's responsibility to review the application requirements and selection criteria for the Medical Laboratory Technician program to which they are applying. Application requirements and selection criteria are subject to change. Some programs may have additional requirements.

Please visit our website for detailed information about our program's application and selection process.

All applicants have equal opportunity to contact the Program Director prior to submitting their application. Each program reserves the right to consider an applicant ineligible for program admission if he/she neglects any part of the stated requirements for application or selection. Fulfilling all application criteria does not guarantee acceptance into a program as program size is limited. Acceptance to the Medical Laboratory Technician program is subject to completion of a background check and drug screen.

Health Sciences front office personnel are able to assist you with general application questions you may have.

However, it remains the responsibility of the applicant to follow all written instructions for application submission and selection criteria.

Alamo Colleges, St. Philip's College, the Health Science Department and the Medical Laboratory Technician program are not responsible for any applicant misinterpretation of the application or selection process. As evidence that you have read and understand this notice, you will be asked to confirm with your signature on the Medical Laboratory Technician program Application.



**STUDENT APPLICATION FORM**

Medical Laboratory Technician Program					Desired Entry Date:	
Name: (Last, First, MI)					Alamo Student? Banner ID#:	
Street Address		Apt #	City	State	Zip	Email:
Home Phone:			Cell or Alternate Phone:			
College/University Attended (include attachments as necessary)			Degree	Hours Completed	Dates	
Employment History			Employer (include attachments as necessary)		Job Title	Dates
Are you eligible to work in the United States? Yes ___ No ___						
Convicted of a felony? Yes ___ No ___ Convicted of a misdemeanor? Yes ___ No ___						
Enrollment into the Medical Laboratory Technician program by students with felony convictions could result in denial of licensure or certification. These students would not be eligible for admission into the program until a declaratory order process is completed with the licensure or certification board and proof of eligibility for licensure or certification is provided.						
Medical Emergency Numbers:						
Name		Relationship			Phone Number	

***I understand that falsification of any information on application will automatically disqualify me as an applicant for admission and will result in my being dropped from the Medical Laboratory Technician program.***

***I have read and understand the Notice to Program Applicants.***

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**APPLICATION CHECKLIST**



Applicant Signature

Date

**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 the program director for any questions or concerns
- Have you completed (and included) the TEAS V pre-entrance minimal exam score of **65**?  
Only include the score page.
- 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 2.0 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?  
Contact the Program Director for deadlines for application submissions
- Did you complete the MLT Program 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 unofficial transcripts for application to the MLT program?  
**An official transcript must be provided to the records and registration office to be admitted as a St. Philip's College student.** Official transcripts from all colleges 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. For the MLT Program: submit either official or unofficial transcripts with all other application documents in one sealed envelope.
- Did you read the NOTICE TO PROGRAM APPLICANTS statement?  
This is the document. Included 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 [can be mailed](#) to the address below or you may [drop it off](#) at the Health Science Department front office located on the first floor of the Center for Health Professions building.

St. Philip's College-Health Science Department  
Attn: James Williams  
Medical Laboratory Technician Program  
1801 Martin Luther King Drive  
San Antonio, TX 78203-2098