



## INSTRUCTIONS TO THE APPLICANT

Please carefully follow all instructions. The Admissions Committee will only review applications that are complete. Once submitted, all application materials will become the property of the Nebraska Methodist Hospital Medical Laboratory Science (MLS) Program.

### **PART 1: Application Form**

Complete the on-line application form. Items with a red asterisk (\*) are required. The application form will be emailed directly to the Program Director when submitted. You will receive a confirmation email and a copy of your application once the application form is successfully submitted.

1. **Personal Data:** Enter Full Legal Name\*, Former Last Name/Maiden Name (if applicable).
2. **Contact Information:** Enter contact information including current mailing address\*, permanent mailing address (if different than current), preferred phone\*, and preferred email\*.
3. **Academic History\***
  - a. High School Information\* – enter information about the high school from which you graduated.
    - Indicate whether you earned a diploma or received a GED
    - Enter dates of attendance – “From Date” and “To Date” (month & year)
  - b. College Information\* – enter information about all institutions you have attended, including colleges or universities attended while in high school.
    - Enter dates of attendance – “From Date” and “To Date”
    - If you received a degree from the institution, indicate what degree was earned. If you did not receive a degree from that institution, leave the “Degree Earned” space empty.
  - c. \*List all courses you are currently taking and courses you plan to take in the next semester. If you are not taking any courses, then type “none” in the space provided. Indicate whether you will have a BS or BA degree before entering the program.
4. **References\*** – Select three individuals to provide personal references, for example, a Biology professor, a Chemistry professor, employer, or other responsible person.
  - a. These individuals cannot be related to you but should know you well enough to evaluate your personal qualities. At least **two of these references must be from your science professors**.
  - b. Enter the name, university/organization, title, and professional email address (no personal email addresses will be accepted) for individuals who will provide references on your behalf. Professors/Employers **must** have a university/work email address.
  - c. Complete the **Waiver for Reference Forms** section; you must check one of the boxes.
  - d. The Admissions Committee will email the Reference Forms directly to the individuals you have specified, and will accept only those evaluations and supporting letters (if applicable) sent directly by the evaluator.

5. **Application Questions** – There may be some additional questions on the application form. Answer all that apply to you and follow any specific instructions provided.

## **PART 2: Supporting Materials**

You must submit the following supporting materials prior to the application deadline. An interview will not be granted until these materials are submitted, so please do not delay.

You have two options for submitting these materials. You may attach the Statement of Interest and the Résumé to your online application form, or if preferred, you may email the supporting materials to [Cassy.Richards@nmhs.org](mailto:Cassy.Richards@nmhs.org) at a later date. If you choose to email the supporting materials as an attachment, please make sure you indicate “**Your Name**” and “**MLS Application Supporting Materials**” on the subject line.

These documents should be either Microsoft Word (.doc or .docx) or Adobe (.pdf) files.

1. **Statement of Interest\*** – Please type a one-page narrative (minimum of 500 words) that includes the following information:
  - Your Name (please place this at the top of your paper)
  - Why you have selected the Medical Laboratory Science (MLS) profession as a career
  - What personal characteristics you possess that would be beneficial in a health career
2. **Résumé\*** – your résumé should include the following information:
  - Name / Address / Preferred Telephone Number / Preferred Email
  - Career Objective
  - Academic History
  - Work Experience
  - Volunteer Experience
  - Honors / Awards / Scholarships (please specify college or high school and the year)
  - Activities / Organizations (please specify college or high school and the year)
  - Skills / Interests

## **PART 3: Transcripts**

**Official Transcript(s)\*** are required to complete your application, and must be **postmarked by the MLS Program Application Deadline**. An interview will not be granted until all transcripts are received and evaluated.

### **Official Transcripts Option #1-Electronic Copy:**

Official transcripts must be submitted from each college or university attended. The Nebraska Methodist Hospital MLS Program will accept official Electronic Transcripts. If your college sends electronic transcripts, they can be sent directly to [Cassy.Richards@nmhs.org](mailto:Cassy.Richards@nmhs.org)

**Official Transcript(s) Option #2** – Official transcripts can be mailed, in a sealed envelope, directly from the institutions you attended to the address below.

**Cassy Richards, Admissions Committee Chairman  
Nebraska Methodist Hospital  
Medical Laboratory Science Program  
Pathology Center  
8303 Dodge St.  
Omaha, NE 68114**

#### **PART 4: Essential Function Requirements**

The Essential Function Requirements for Medical Laboratory Science programs represent the non-academic demands of the program. These are described as the physical and behavioral standards the student must possess in order to successfully participate in and complete the clinical year. Inability to function in these essential areas at an entry level capacity, with or without reasonable accommodations, may compromise successful completion of the program. The need for reasonable accommodations may be discussed after acceptance into the program.

These requirements are published on the Nebraska Methodist Hospital Medical Laboratory Science website and available for download. Therefore, applicants can determine their ability to meet these expectations prior to applying to the MLS program.

#### **PART 5: Personal Interview**

**BEFORE an interview will be granted, the following must be received:**

- Completed Application Form
- Statement of Interest
- Résumé
- At least one completed Reference Form
- All Transcripts

It is your responsibility to ensure all are completed and submitted.

Once these required materials have been received and evaluated, applicants will be contacted for an interview. The interview will be conducted by members of the Admissions Committee. Please note: meeting the minimum academic requirements (listed on the website) does not automatically grant an interview.

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A **Completed Application File** consists of the following materials and must be submitted to the Chairman of the Admissions Committee by **October 15** (initial application deadline):

1. ☐ Completed **Application Form**
2. ☐ **Statement of Interest** narrative
3. ☐ **Résumé**
4. ☐ Three **Reference Forms** (submitted by your recommenders)
5. ☐ Most recent **Official Transcript** from each college or university attended (submitted by the college)

**Send all mailings to the following address:**

Cassy Richards, Admissions Committee Chairman  
Nebraska Methodist Hospital  
Medical Laboratory Science Program  
Pathology Center  
8303 Dodge St.  
Omaha, NE 68114