

Oregon Tech  
Oregon Health & Science University

**Application Instructions for Medical Laboratory Science Program**

Applying to the Oregon Tech/OHSU Medical Laboratory Science Program is a two-step process. As well as submitting the professional application packet to the MLS department, you must also apply to Oregon Tech through general admissions. Please see our website for detailed instructions on this process.

***Applying to the professional Program: Assemble and mail your completed packet of admission materials. Carefully read the following instructions, double-checking that all items are included in the packet prior to mailing. Please read the FAQs posted on the website before contacting the program with your questions.***

**The ability to follow procedures is an integral part of the MLS profession. We regard this application as an indicator of your ability to do so. Inability to follow this process may result in a downgrade of your application score. If you are unable to complete your application packet as directed, please contact [deb.disko@oit.edu](mailto:deb.disko@oit.edu).**

1. **Include official college transcripts with your application.** These transcripts should be mailed or issued to you in sealed envelopes. Do not open envelopes in which transcripts are received! For our purpose they are official only if seal is **not** broken! (Please note, **this is a separate set of transcripts from the transcript requirements of general admissions.**) Official transcripts from all schools attended must be included in your application packet. If your institution only offers electronic official transcripts, they can be emailed directly to [deb.disko@oit.edu](mailto:deb.disko@oit.edu). Include a note with your application stating what transcripts are missing and when we should expect them.
2. Include 3 completed recommendation forms with your application. We strongly suggest you ask your recommending professors to write accompanying letters with the form. Individuals you choose to write recommendations should return the form to you in a sealed envelope with their signature across the sealed flap. Distribute recommendations to persons who know you sufficiently well to give an accurate estimate of your qualifications. Two of the recommendations should be from professors. The third can be from a professor or employer – it is your choice. If you prefer to submit recommendations electronically, the form can be emailed directly to your recommender with instructions to send completed recommendation form and additional letters of support directly to [deb.disko@oit.edu](mailto:deb.disko@oit.edu). It is important that if you chose this option, that you include a note in your application packet stating what documents are missing and who we should be expecting them from.
3. Include a letter of intent. This is a short essay (at least one page but no more than two) describing your educational, professional and personal goals. Points you may wish to discuss are reasons you want to enter the program, future goals, science-oriented activities, non-science or vocational interests and other salient points that make you a unique individual.
4. Submit a self-addressed stamped postcard for proof of receipt. If you do not receive the postcard within (but not sooner than) three weeks, feel free to inquire with the program. Any other communication regarding the status of your application will be disregarded.

5. Complete the entire Medical Lab Science Professional application and sign where indicated. Most browsers support the application in a fillable PDF format. Allowing you to enter your responses and then print your application. If you have to hand write your responses, make sure they are legible or we will be unable to process your application.

**Applicants enrolled in courses during Fall or Winter terms are advised to send updated grade reports or transcripts to the program office after completion of the term. Notification regarding admission decisions will be mailed to applicant.**

**Please do not contact the program for application status updates. We will be selecting qualified applicants and conducting interviews at the end of February. Check our website for updates. If something is missing from your application, we will let you know.**

### ***Plan Ahead***

Assemble and mail completed packet of application materials to the MLS Program Representative. The packet you assemble should contain all credentials pertinent to your application, double-checking that all items are included in the packet prior to mailing.

Check off List:

- Application
- All Transcripts (every college attended)
- Letter of Intent
- 3 Recommendations and Recommendation Form
- Self-Addressed Stamped Postcard.

Mail to: Oregon Tech – MLS Program  
27500 SW Parkway Ave.  
Wilsonville, OR 97070

**Submit applications from October 1 through January 15.**

**Federal and State Aid:** To apply for Federal and State grants, and loans, complete a Free Application for Federal Student Aid (FAFSA). OIT strongly encourages you to complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You may also obtain a paper copy of the FAFSA from Oregon Tech or any college. To maximize your chance of receiving aid submit your FAFSA to the processor by February 1. In the college section, list Oregon Tech, with its code number 003211. If you have questions about need-based financial aid, contact Oregon Tech's Financial Aid Office at (541) 885-1280 or OregonTech, with its code number 003211. Direct financial aid questions to (541) 885-1280 or [dollars@oit.edu](mailto:dollars@oit.edu).

**Oregon Tech Foundation Scholarships:** Over 125 students annually receive scholarships from 75 different scholarship programs administered by the Oregon Tech Foundation. Individuals, businesses, foundations and organizations have generously funded these scholarships. By completing the Oregon Tech Foundation Scholarship application, the student will be considered for all scholarships that match their qualifications. This information can be found the "Scholarships at Oregon Tech" section of the Financial Aid Office page of the Oregon Tech website.

**Other Resources:** Be sure to seek scholarships through other sources such as foundations and civic organizations. For free scholarship search services, visit [www.finaid.org/scholarships](http://www.finaid.org/scholarships) or [www.osac.org](http://www.osac.org)

Those applicants who are admitted into the CLS Program are required to pass a criminal background check and urine drug screen. The program office will provide the necessary information and forms to those students at the appropriate time.

**Non-Discrimination Policy:** Oregon Tech and OHSU do not discriminate on the basis of race, color, national origin, gender, disability, age, religion, marital status, or sexual orientation in its programs and activities. The following office is designated to handle inquiries and complaints regarding this nondiscrimination policy; Office of the Director for Campus Access and Equal Opportunity, Oregon Tech, 3201 Campus Access and Equal Opportunity, OIT, 3201 Campus Drive, Klamath Falls, Oregon, 97601-8801. (541) 885-1031; TTY (541) 885-1072; FAX (541) 885-1520; e-mail:>[access@oit.edu](mailto:access@oit.edu)>.

### **Students with Disabilities**

Oregon Tech and OHSU are committed to accommodating the needs of students with disabilities whenever possible. Students with disabilities who anticipate needing accommodations should contact the office of Services for Students with Disabilities, LRC235, as soon as possible in advance of enrollment, to ensure timely provision of services. Questions may be directed to: Services for Students with Disabilities, phone (541) 885-1031.