WVU Medical Laboratory Science Application Instructions
Fall 2018 Admission

Thank you for your interest in the Medical Laboratory Science (MLS)! Please follow the application instructions carefully. Please note that these instructions are for application for admission into the MLS program for the **Fall 2018** semester. This class anticipates graduation in **May 2020**.

Step-by-Step Application Instructions

1. Click on the link provided on the WVU Medical Laboratory Science Application page, or type this address into your browser window: https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantLogin.asp?id=wvu
2. Create an account. Begin the application process by agreeing to the Terms of Use and the Privacy Policy.
3. Click "Start Application"
4. Click the "Application Instructions" button
5. Click "Medical Laboratory Science Applicants" at the top of the page. This will open the application letter.
   a. You do not need to complete the application all at once. You can save and log back in with your password and pin at any time.
6. In the left column under "Application for Admission", click on and fill in all the required (*) information under "Person", "Main Contact", and "Emergency Contact Information"
   a. Follow the formatting cues, for example your social security number and date of birth should include hyphens(-) and the phone number area code must be in parenthesis followed by a space before the rest of the number
7. Under "Enrollment Information" be sure to select the following:
   a. Admission Type:
      i. <u>Internal Applicant</u> if you are currently a student at WVU
      ii. <u>HSC Transfer</u> if you are transferring from another institution and have not completed a Bachelor's degree
      iii. <u>Second Degree</u> if you already have completed a degree and are **not** currently a student at WVU
   b. Intended Major: <u>Medical Laboratory Science (HSC)</u>
   c. Term/Year: <u>Fall 2018</u>
8. Under "Health Sciences Applicant Information", you will be asked to upload your extracurricular activities and honors, etc.
9. Under "Personal Statement", upload your statement. Be sure to include the required criteria.
10. Click on "Downloadable Forms" (under Important Links on the left hand side). Download the following forms:
    a. Medical Laboratory Science Area of Emphasis Form
    b. Medical Laboratory Science Essential Functions
    c. Medical Laboratory Science Recommendation Form
11. Click on "Medical Laboratory Science Supplemental Documents" and upload the following documents:
    a. Completed, signed and dated Area of Emphasis Form
       i. You may select one or both Areas of Emphasis: CLS or HTL
    b. Signed and dated Essential Functions (signature page only)
       i. This page must have an actual signature then be scanned and uploaded
12. Two recommendations are required. Print or email the forms to the persons you have requested a recommendation from (one must be a science professor). The recommender will mail, fax, or email the completed recommendation to the address on the form. Recommendations will not be uploaded to the application.

*Please note: Oder versions of Internet Explorer may have compatibility issues, please use a current web browser such as Microsoft Edge, or Chrome. A current version of Adobe Reader is required to open and print downloadable forms.