

WVU Medical Laboratory Science Application Instructions Fall 2019 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 2019** semester. This class anticipates graduation in **May 2021**.

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://westvirginia.force.com>
2. Create an account.
3. Click "Start New Application" or "Start New" if you already have applications in progress.
4. Select the West Virginia University at Morgantown Campus location.
5. Under "What type of student are you?" be sure to select the following which best matches your description:
 - a. Internal Applicant if you are currently a student at WVU
 - b. HSC Transfer if you are transferring from another institution and have not completed a Bachelor's degree
 - c. Second Degree if you already have completed a degree and are **not** currently a student at WVU
6. Select if you are or are not an international applicant.
7. Under "What program are you applying for?" select Medical Laboratory Science
8. Under "Term" select Fall 2019
9. Click on "Start Application"
 - 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.
10. Please complete the Application, Emergency contact, Enrollment, College education, and Health Sciences applicant information. Required information is marked with a red dot.
11. Under "Medical Laboratory Science Supplemental Information" you will be asked to:
 - a. Upload a Personal Statement where you should upload your statement. Be sure to include the required criteria.
 - b. Acknowledge that you have read, understood, and can meet the Medical Laboratory Sciences Essential Functions
 - c. Select (or rank) the educational tract (Clinical Laboratory Science and/or Histotechnology) that you would like to be considered for admission into.
 - d. Upload the appropriate MLS Clinical Site Selection form.
 - i. Upload your rankings of the 5 potential clinical sites for the educational track(s) in which you are applying.
12. Complete the waiver information and statement of applicant, then save, review, and submit the application.
13. Two recommendations are required. After finding recommenders, send a link to the recommendation form to the persons you have requested a recommendation from (one must be a science professor). The recommender will submit their recommendation online. Recommendations will not be uploaded to the application.

Please note: A current version of Adobe Reader is required to open and print downloadable forms.