

How to Apply



Instructions for Applicants:

For your convenience, these instructions have been formatted as a checklist to help you proceed with your application to the WellSpan Health MLS Program.

Checklist Items:

**Date
Completed**

Documents needed:

1. One (1) Application for Admission (Microsoft Form)
2. One (1) Functional Expectations Form (Microsoft Form)
3. Two (2) Reference Forms

Application for Admission: The application is a Microsoft form.

Link to form: <https://forms.cloud.microsoft/r/QvnHrdTBtq>

Before you fill out the application, please make sure you have the following information:

1. High School and College Education information (institution name, city/state, degree awarded, graduation date)
2. Previous employment information including dates of employment (if any)
3. Short essay: Reason(s) for applying to WellSpan Health's MLS Program (length: 1-2 paragraphs)
4. List of available days/times for an interview
5. If you have not completed your degree requirements, you will need a list of courses you plan to take before the start of the MLS Program Year.

Functional Expectations Form: The form is a Microsoft form.

Link to form: <https://forms.cloud.microsoft/r/Xx7urDG4vr>

Transcripts: An OFFICIAL TRANSCRIPT is required from each college or university where you have taken science or math courses. Request the Registrar send the transcript electronically to the email listed below. (If electronic transcripts are not available at your school, the transcript may be mailed to the address below.)

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Reference Forms: Complete the box at the top of each reference form before sending/giving it to the person who will complete your reference. *Electronic submission of reference forms through email is preferred.* However, they may also be mailed to the address below.

- For college students, it is preferred that you obtain one reference from a biology professor/lab instructor and one reference from a chemistry professor/lab instructor – choose individuals that can address your laboratory performance. If you work in a lab, a reference from a manager may replace a professor/instructor reference.
- For college graduates, we understand that it may be challenging to obtain references from instructors, especially if you graduated a few years ago. References from college professors/instructors or work references (managers/supervisors) are acceptable.

Application Fee: Remit a payment to WellSpan Health for \$40. Submit your fee online through <https://www.wellspan.org/forms/provider-dues-payment>. Choose "Type of Payment" as "MLS/Phleb Payment." If the student is not directly paying the fee (example, parent credit card being used). Please add the student's name in the "invoice" area. Otherwise, you do not need to enter an invoice or employee #.

College/University NOT affiliated with WellSpan Health's MLS Program:

Submit an outline of the medical lab science or related curriculum at your college/university. Include required courses, possible electives, etc.

All materials pertinent to your application must be **RECEIVED by October 25th** for classes starting the following July. If you have any questions, please contact the program at

MLSprogram@wellspan.org

We look forward to receiving your application!

Email address:

cscott6@wellspan.org

OR

MLSprogram@wellspan.org

Mailing address:

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