

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
2. One (1) Functional Expectations Form
3. Two (2) Reference Forms

Application for Admission: Download the PDF and fill it in using a PDF editor (such as free version of Adobe). In the free version of Adobe Acrobat, there is a "Fill & Sign" tool that allows you to fill in the form and add your signature. This form will be submitted electronically to the email address below.

Functional Expectations Form: Download the PDF and open in a PDF editor (ex. Adobe). Read and sign. This form will be submitted electronically to the email address below.

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. References from college professors/instructors or work references (managers/supervisors) are acceptable.

Application Fee: Remit a check payable to WellSpan York Hospital for \$30. Send the check to the address below. If you do not submit the application fee, your application will not be processed, and an interview will not be scheduled.

How to Apply Continued



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.)

Email: send an email to the email address listed below including:

1. List available days/times for a personal interview with the Admissions Committee. You may choose to have the interview conducted in-person or via zoom. For planning purposes, the interview last about an hour.
2. If you have yet to complete your degree requirements (specifically science or math prerequisites), list the courses you plan to take before the start of the MLS Program Year.
3. Attach application files to the email:
 - (1) Application for Admission
 - (2) Functional Expectations Form

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 Christina Scott, Program Director, at cscott6@wellspan.org

We look forward to receiving your application!

Email address:

cscott6@wellspan.org

Mailing address:

Christina Scott - Director
WellSpan Medical Lab Science Program
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York, PA 17402