



Austin State Hospital Program in Medical Laboratory Science Medical Laboratory Science Admissions Instructions

Deadline: December 1st

Email all required documents to: ASHMLSProgram@hhsc.state.tx.us

IMPORTANT: Electronic submission is required. Each document must be sent as an individual file **with your name at the end of the file name** attached to a single email when possible. Failure to follow the instructions will result in points being deducted from your ranking score. Please send any questions you might have to the email address above.

Contents

Admissions Requirements	2
Academic Admissions Requirements.....	2
Selection Process	2
Instructions for Completing the Application Packet.....	3
Required Documents to Complete Your Packet:	3
Essay Instructions	5
Application Packet Tracking Form	6
Acceptable Evaluation Agencies for Foreign Transcripts.....	7

Admissions Requirements

Admission to the Medical Laboratory Science program is competitive and limited to four students per year.

The program accepts applications through the Monday after Thanksgiving week. Interviews will be held in January. The program start date is September 1st. Early application is encouraged.

Applicants are considered for admission based on

- MLS major from affiliated university (3+1) **OR** baccalaureate degree (4+1) degree from an accredited university. All foreign degrees must be evaluated by one of the providers found at the end of this document.
- Overall grade point average (GPA) of 3.0 or higher on a 4.0 scale
- Science GPA of 3.0 or higher on a 4.0 scale
- Essay written according to the formatting requirements provided.
- Two completed reference forms
- Personal interview.
- Submission of a resume.
- Foreign students – current F1 or work Visa or green card.

Academic Admissions Requirements

To be considered for admission into the Austin State Hospital Medical Laboratory Science program prospective students must have completed, or will complete prior to the start of the program, the following coursework with a grade of "C minus" or higher:

1. Sixteen (24 quarter) hours of biology which must include one semester in each of the following courses:
 - a. Microbiology
 - b. Immunology
 - c. Human Anatomy and/or Physiology
 - d. Genetics and/or Molecular Biology
2. Sixteen (24 quarter) hours of chemistry with one semester in organic or biochemistry
3. Statistics or Biostatistics

Selection Process

1. Applicants are awarded points for each of the following:
 - a. Application properly completed.
 - b. GPA, both overall and science.
 - c. Written essay.
 - d. References – minimum of two required.
 - e. Personal interview

2. The points are added up and the top applicants will be interviewed. **NOTE:** Not all qualified applicants will receive interviews.

Upon completion of the selection process four applicants and two alternates will be selected for the class.

Instructions for Completing the Application Packet ELECTRONIC SUBMISSION IS REQUIRED

Please complete and submit the MLS application and all other required documents to ASHMLSProgram@hsc.state.tx.us. Please type the required information into the application. Use an electronic signature or type your name into the signature box.

IMPORTANT: Save each document to be submitted **WITH YOUR NAME AT THE END OF THE FILE NAME.**

Required Documents to Complete Your Packet:

1. Austin State Hospital Medical Laboratory Science Program application which includes signing acknowledgement of Essential Functions for Medical Laboratory Sciences.
2. State of Texas Application. This is required because, if accepted, you will become a Texas state employee with full benefits including health insurance.
3. Reference form from two individuals. These individuals must be faculty or professional references such as supervisors or managers. **Note:** You will send the form electronically to your references. The completed form must be emailed to the program **from** the individual completing the form using their work email address.
4. Essay of Interest in Medical Laboratory Science written in accordance with the instructions provided on the next page.
5. GPA Calculator – Fill in all coursework for calculation of the overall GPA. Copy/paste science courses into the science GPA calculator.
6. Resume
7. For 3+1 MLS degree candidates you must have your academic advisor submit a letter: The academic advisor letter will state that the applicant the student is in good academic standing and is on track for degree completion. Degree candidates for other majors must submit a letter from the advisor stating anticipated graduation before the start date of the Medical Laboratory Science training program.
8. **Attach each document in a single email and sent to to the ASHMLSProgram@hsc.state.tx.u.** *Do not combine documents into one file.* Include each document separately in one email.
9. Transcripts

- a. Current official transcripts emailed directly from the registrar's office from all colleges and universities attended to: ashmlsprogram@hhsc.state.tx.us.
- b. If the college does not provide electronic submission have the transcript mailed to:

Austin State Hospital
Attention: Medical Laboratory Science Program
4110 Guadalupe St., Bldg. 635
Austin, TX 78751

- c. Foreign Applicants Only: Official foreign transcript evaluation to be forwarded to the ashmlsprogram@hhsc.state.tx.us by the transcript evaluation office. List of acceptable foreign transcript evaluation agencies is found on the last page of these instructions.

Austin State Hospital

Medical Laboratory Science Program

Essay Instructions

READ CAREFULLY! The essay will be graded based on the following criteria:

1. **Length** - Minimum of one page, no more than 3 pages long. Cover page does not count.
2. **Cover page (each of the following on a separate line, centered):**
 - a. Austin State Hospital
 - b. Medical Laboratory Science Program
 - c. Essay of Interest
 - d. Your Name
3. **Formatting as follows:**
 - a. Double spaced.
 - b. Twelve-point font, Times New Roman
 - c. One-inch margins
4. **Structure** – Appropriate spelling, grammar and punctuation.
5. **Composition** - theme, flow and expression of thought processes.
6. **The narrative must focus on your reasons for pursuing a degree as an MLS and MUST ADDRESS EACH of the following, a-h:**
 - a. Introduction:
 - i. Provide the reasons why you are pursuing a career as a medical laboratory scientist.
 - ii. Describe work experience, if any, which you have had in a clinical, research, or non-medical laboratory. If you do not have any experience state that in your narrative.
 - iii. Experiences in any health care field or in your life which directly relates to your knowledge of and interest in medical laboratory science.
 - b. List the personal strengths which will allow you to successfully complete the program and function effectively as a MLS upon graduation.
 - c. Describe how you are able to adapt to unexpected situations or changes.
 - d. List the challenges which may interfere in your education and plans you have to work around them.
 - e. What are your plans for using your MLS degree or certificate? Will you practice as an MLS? If so for how long? Do you immediately wish to use this to prepare you for an advanced degree? If so in what area?
 - f. Closing paragraph describing why you should be accepted into the program.

Application Packet Tracking Form

Use this table to track completion of all required items for your packet.

ITEM	Date Emailed
1. Completed Austin State Hospital Medical Laboratory Science Program application	
2. Completed State of Texas Application.	
3. Confirmed reference forms from a minimum of two individuals.	
4. Resume	
5. Essay of Interest	
6. Transcripts from each institution attended ordered Institution: Institution: Institution: Institution:	
7. Foreign Applicants Only: Official foreign transcript evaluation	
8. GPA Calculator	
9. Academic Advisor Letter – not applicable to individuals with complete degrees	

Acceptable Evaluation Agencies for Foreign Transcripts

Education Evaluators International, Inc.

3000 Marcus Ave, Suite 1E6
Lake Success, NY 11042
401-521-5340

Fax: 718-425-9929

Email: eval@edupei.com

Website: www.edupei.com

Educational Credential Evaluators, Inc.

101 W. Pleasant St., Suite 200
Milwaukee, WI 53202
414-289-3400

[ECE Live Chat](#)

Website: www.ece.org

Educational Perspectives

PO Box A3462
Chicago, IL 60690-3462
312-421-9300

Email: info@edperspective.org

Website: www.edperspective.org

Foreign Academic Credentials Services, Inc.

105 West Vandalia St, Suite 120
Edwardsville, IL 62025
618-656-5291

Email: hello@facsus.com

Website: www.facsus.com

Foundation for International Services, Inc.

505 5th Avenue South, Suite 101
Edmonds, WA 98020
425-248-2255

Fax: 425-248-2262

Email: info@fis-web.com

Website: www.fis-web.com

Globe Language Services

305 Broadway Ste 401
New York, NY 10007
212-227-1994

Fax: 212-693-1489

Email: info@globelanguage.com

Website: www.globelanguage.com

International Consultants of Delaware, Inc.

3600 Market St, Suite 450
Philadelphia, PA 19104-2651
215-243-5858

Fax: 215-349-0026

Email: icd@icdel.com

Website: www.icdeval.com

International Education Research Foundation, Inc.

P O Box 3665
Culver City, CA 90231-3665
310-258-9451

Fax: 310-342-7086

Email: info@ierf.org

Website: www.ierf.org

International Evaluation Service Center for Applied Research, Evaluation & Education, Inc.

PO Box 18358
Anaheim, CA 92817
714-237-9272

Email: info@ierf.org

Website: www.iescaree.com

Josef Silny & Associates, Inc.

International Education Consultants

7101 SW 102 Avenue
Miami, FL 33173
305-273-1616

Fax: 305-273-1338

Email: info@jsilny.com

Website: www.jsilny.com

World Education Services, Inc.

Main Office
PO Box 5087
Bowling Green Station
New York, NY 10274-5087
212-966-6311

Fax: 212-739-6100

Email: info@wes.org

Website: www.wes.org

OR

Attention: Documentation Center

64 Beaver St, #146
New York, NY 10004