Austin State Hospital
Program in Medical Laboratory Science
Medical Laboratory Science
Application Packet Instructions

Deadline for Submission: 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. Failure to follow the instructions will result in points being deducted from your ranking score. If you have questions please send to the email address above.

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Admissions Requirements

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

The program accepts applications through December 1st. Interviews will be held in January. The program start date is September 1st. Early application is encouraged.

Applicants are considered for admission on the basis of

- MLS degree from affiliated university (3+1) OR baccalaureate degree (4+1). All foreign degrees must be evaluated. A list of providers is found on page 4.
- Overall grade point average (GPA) of 2.75 or higher on a 4.0 scale
- Science GPA of 2.75 or higher on a 4.0 scale
- Essay written according to the formatting requirements provided.
- Two completed reference forms
- Personal interview.

Additional 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-” or higher:

1. 16 (24 quarter) hours of biology with one semester in microbiology
2. 16 (24 quarter) hours of chemistry with one semester in organic or biochemistry
3. Immunology
4. Human Anatomy and/or Physiology
5. Genetics and/or Molecular Biology
6. Statistics or Biostatics

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
   e. Personal interview
2. The points are added up and the top applicants will be interviewed. NOTE: Not all qualified applicants will receive interviews.
3. Four applicants and two alternates will be selected.
Instructions for Completing the Application Packet

ELECTRONIC SUBMISSION IS REQUIRED

Please complete and submit the application and all other required documents to ASHMLSProgram@hhsc.state.tx.us. Please type the required information into the application. You may either sign electronically or use a black ink pen for required signatures and submit.

The deadline for application submission is December 1st. Program start date is September 1st of the following year.

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

Required Documents to Complete Your Packet:

1. Completed Austin State Hospital Medical Laboratory Science Program application which includes signing acknowledgement of Essential Functions for Medical Laboratory Sciences.
2. Completed State of Texas Application. This is required because, if accepted, you will become a Texas state employee with full benefits including health insurance.
3. Completed reference form from a minimum of 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. Transcripts
6. Current official transcripts emailed directly from the registrar’s office from all colleges and universities attended to: ashmlsprogram@hhsc.state.tx.us.
7. 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.
8. GPA Calculator – Fill in all coursework for calculation of the overall GPA. Copy/paste science courses into the science GPA calculator.
9. Academic Advisor Letter for 3+1 candidates: For undergraduate applicants seeking a degree in Medical Laboratory Science, a letter from the academic advisor stating conditional eligibility of degree upon successful completion of the Medical Laboratory Science training program. 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.
10. Each document must be sent separately to the email address listed above.
Essay Instructions

The essay will be graded by the MLS Program Director based on the following criteria:

1. **Length** - Minimum of one page, no more than 3 pages long.
2. **Formatting as follows:**
   a. Double spaced.
   b. Twelve point font, Times New Roman
   c. One inch margins
3. **Structure** – Appropriate spelling, grammar and punctuation.
4. **Composition** - theme, flow and expression of thought processes.
5. **Narrative content addresses EACH of the following:**
   a. Interests, goals and or reasons for pursuing a career as a medical laboratory scientist.
   b. Describe any 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.
   c. Experiences in any health care field or in your life which directly relates to your knowledge of and interest in medical laboratory science.
   d. Personal strengths which will allow you to successfully complete the program and function effectively as a MLS upon graduation.
   e. Closing paragraph on why you should be accepted into the program.
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@educei.com
Website: www.educei.com

Educational Credential Evaluators, Inc.
PO Box 514070
Milwaukee, WI 53202
414-289-3400
Email: eval@ece.org
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@facsusa.com
Website: www.facsusa.com

Foreign Credentials Service of America
1910 Justin Lane
Austin, TX 78757-2411
512-459-8428
Fax: 512-459-4565
Email: info@foreigncredentials.org
Website: www.foreigncredentials.org

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.icdel.com

International Education Evaluations, Inc.
7900 Matthews Mint Hill Rd, Suite 300
Charlotte, NC 28227
704-545-2485
Email: info@foreigntranscripts.com
Website: www.foreigntranscripts.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

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

A foreign transcript evaluation with subject breakdown is required.

Information on this page is subject to change without notice. For the most current information, visit the ASCP web site at www.ascp.org. Last reviewed 6/13/19.