



SCHOOL OF HISTOTECHNOLOGY APPLICATION CHECKLIST

Please follow the below application submission checklist to ensure that all required materials will be submitted. Only completed application packets that are received by the program's application deadline will be forwarded to the program's admissions committee.

Information and Deadline	<input type="checkbox"/> Submission of a completed application packet by February 29, 2024 must be provided for timely evaluation by the Admissions Committee.
Eligibility	<p>Before admission into the program, students must complete the prerequisites listed below. This should be at least a combination of 30 semester hours (45 quarter hours) of biology and chemistry (must include credit hours in both). Failure to successfully complete prerequisites makes the applicant ineligible for admission at this time. Prerequisites must be taken at the affiliate university or may be accepted by their Admissions Department (for transfers) with verification of grade point average of 2.5 on a 4.0 scale. Courses must be completed by August of the year applying.</p> <ul style="list-style-type: none"> <input type="checkbox"/> General Chemistry II & Organic Chemistry I <input type="checkbox"/> Cellular & Molecular Biology & Microbiology (or equivalent level biology course) <input type="checkbox"/> Immunology <input type="checkbox"/> Ecology, Evolution & Genetics <input type="checkbox"/> College Algebra & Elementary Statistics <input type="checkbox"/> Anatomy & Physiology II
Educational Background	<ul style="list-style-type: none"> <input type="checkbox"/> List all previous and current institutions attended. <input type="checkbox"/> Applicants are required to submit a separate official transcript from EACH college or university attended. This includes any college courses completed while enrolled in high school.
Criminal History Disclosure	<p>Criminal History Disclosure – Applicants who have been arrested for or convicted of any violation of law, or have charges pending against them at the time of application must disclose this information to the Northwestern Medicine Histotechnology Program Admissions Committee. If this does not apply to you, no additional information is required.</p> <p>For those submitting a “criminal history disclosure,” please include all criminal offenses, i.e., felonies and misdemeanors, as well as non-criminal offenses. Please provide a typed statement of explanation giving full details, including the fact and the disposition of the case. This information should be included in the application packet. This request is intended to ensure that the applicant’s previous criminal history will not cause the applicant difficulty in obtaining national certification in their degree program upon graduation.</p>
Program Specific Requirements	<p>The following documents must be emailed to the program manager at desiree.robledo@nm.org:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Histotechnology Program Application Form <input type="checkbox"/> Personal Statement (500 words or less) that may include educational and career aspirations, challenges you faced in achieving a goal, or any personal attributes you believe will contribute to your success in the program. <input type="checkbox"/> Official transcripts from all colleges, universities, or other institutions attended. Electronic transcripts must be sent directly to the program manager at desiree.robledo@nm.org Note: see Additional Instructions <input type="checkbox"/> Letter of Recommendation from a supervisor, advisor or educator. They must send the letter directly to the program manager by the application deadline <input type="checkbox"/> Criminal History Disclosure statement (if applicable).
Signature	<input type="checkbox"/> All applicants are required to sign the application, signifying that they have read all the instructions and understand the requirements necessary for their application to the program.

Additional Instructions or Information

Transcripts: Official transcripts for all colleges, universities, or other institutions attended are required. This includes any and all institutions attended upon graduation from high school or the completion of a GED and also those attended during high school (if applicable). Photocopies, unofficial copies, faxed copies, or student copies of the applicant's transcript are not accepted. A full translation of your transcript(s) into U.S. equivalency is required if you completed courses or earned a degree at an institution outside of the U.S.

Processing of Incomplete or Late Application Packets:

Incomplete application packet: the applicant will be notified by letter or email regarding missing items. Because of the time required to process applications, there is no guarantee that an application will be reviewed in time to notify applicants of missing materials prior to a specific application deadline. It is the applicant's responsibility to submit missing items by the program's application deadline.

Late application packet (received after the program's deadline): late applications (complete or incomplete) are only considered if a seat remains open in the program after student selections have been made by the Admissions committee. Incomplete applications will not be evaluated until they include all required information.

Please call (312-926-9045) or email desiree.robledo@nm.org to find out if the program is still accepting applications after the stated deadline.

Submitting a Completed Application Packet: All components of the application packet should be emailed directly to the education coordinator at desiree.robledo@nm.org. Verification of receipt of your application packet will be emailed within 5 business days of receipt.

Questions: The program manager will be glad to answer questions regarding the application process. Please call 312-926-9045 or email desiree.robledo@nm.org for assistance. It is recommended that questions be asked in advance of the submission of the completed application packet.



*HISTOTECHNOLOGY PROGRAM
APPLICATION*

Personal Information

Name: _____

Birthdate (MM/DD/YEAR): _____ First Middle Last
Last 5 digits of Social Security Number: ____ - _____

Home Address: _____
Number/Street City State Zip

Phone: (____) _____ - _____ Email: _____ @ _____

Northwestern Memorial Healthcare welcomes students from all backgrounds and is dedicated to providing equal opportunity to applicants. The program does not discriminate in the recruitment and admission of students or in the operation of its educational programs or activities. Applicants are considered for admission based on individual merit and without regard to age, race, color, national origin, religion, culture, language, physical or mental disability, socioeconomic status, sex, sexual orientation, gender identity or expression, marital status, parental status, military or veteran status, or source of income in the provision of educational services. Your responses to survey questions on race and ethnicity are voluntary and will not be used in admissions decisions.

What is your race?

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Two or More Races
- I choose not to disclose

What is your ethnicity?

- Hispanic or Latino
- Not Hispanic or Latino
- I choose not to disclose

Northwestern Medicine Employment

Are you an employee of Northwestern Medicine?

- Yes
- No

If YES, please specify schedule status:

- Full-time
- Part-time
- Casual
- Registry

Start date (month/year) of employment at NM: _____

Job function at NM: _____

Education

High School Background: _____
High School City Date Graduated

List all post-secondary schools attended, including current university. If you earned a degree, please list degree. (Start with most recent school).

1. _____ Attended: ____ / ____ to ____ / ____
Name, City, State Mo Yr Mo Yr

GPA: _____ Credits: _____ Degree: _____

2. _____ Attended: ____ / ____ to ____ / ____
Name, City, State Mo Yr Mo Yr

GPA: _____ Credits: _____ Degree: _____

3. _____ Attended: ____ / ____ to ____ / ____
Name, City, State Mo Yr Mo Yr

GPA: _____ Credits: _____ Degree: _____

I have attended additional schools, and I am listing them on an attached sheet.

If you are currently enrolled in college, please list course titles and course numbers.

Current Semester

Future Semester

Background

Have you been convicted of a felony, been subject to formal disciplinary action at any college or university, or have you engaged in behavior that resulted in injury to person(s) or personal property?

Yes No (See first page of instructions checklist)

Have you ever been suspended, dismissed, or expelled from an education program that you attended?

Yes No

Work Experience

Please list your most recent work experience.

1. Employer, Employer's phone: _____

Number/Street, City, State, Zip: _____

Dates of Employment: _____ / _____ to _____ / _____
Mo Yr Mo Yr

2. Employer, Employer's phone: _____

Number/Street, City, State, Zip: _____

Dates of Employment: _____ / _____ to _____ / _____
Mo Yr Mo Yr

3. Employer, Employer's phone: _____

Number/Street, City, State, Zip: _____

Dates of Employment: _____ / _____ to _____ / _____
Mo Yr Mo Yr

Emergency Contact:

Name, Relationship: _____

Address: _____
Number/Street City State Zip

Phone: (____) _____ - _____ Email: _____ @ _____

Signature

The application must be signed by the applicant. By signing, you acknowledge the following:

I certify that all statements on this application are correct and complete, including a list of all schools attended. I understand that withholding pertinent information requested on this application or giving false information constitutes grounds for immediate withdrawal of my application from further consideration and cancellation of admissions. If necessary, I have enclosed a letter describing any criminal or disciplinary history as described in this application.

Applicant's Signature _____ Date: _____