

Dear Applicant:

We are pleased that you have chosen to submit an application to our medical laboratory science program. The Admissions Committee would like to pass on some details of importance. Begin the process by reviewing the [Minimum Application Requirements](#) Check List to determine if you meet each of the requirements for admission consideration. The Center does not provide face-to-face formal advising sessions for perspective applicants. An applicant's eligibility for admission and qualification for formal interview will not be officially determined until all application materials are on file in the Office of Admissions and Records.

We highly recommend submitting your application **sooner** rather than later. You can still submit and upload additional application materials even **after** you've submitted the application (*****Note:** The MSU Denver application may state otherwise as you attempt to submit your application – we can assure you that you **will** continue to be able to upload parts of your application after submission).

Once your application is submitted, the CCMLS admissions team can officially track the progress of your application and will provide you with periodic email updates regarding any outstanding checklist items that must be completed before our application and transcript review can be performed.

How to Apply:

1. Our application process is part of MSU Denver's online application portal.
 - a. Navigate to msudenver.edu/apply
2. Click "Apply Today"
3. Select "Create an account" if you have not applied to MSU Denver in the past.
 - a. If you are / were a MSU Denver student previously, click "log in" to create a new application using your current MSU Denver ID
4. Click "Start New Application"
 - a. Select the appropriate start year
 - b. Select, "Bachelor's (Undergraduate Level)"
 - c. Click "Create Application"
5. In your list of applications, select the one you just created and then select, "Open Application"
 - a. If given an option before your application opens, select the "Bachelor's (Undergraduate Level)" option.
6. Complete the information requested on the "**Personal**" page.
7. On the "**MSU Denver Plans**" page, under "Academic Background":
 - a. First complete the Academic Background section
 - i. If you attended MSU Denver within the last 3 semesters, **ignore** the "Stop" Message, and continue your application
 - ii. *****Note** – You **MUST complete** the "Academic Background" section above the "MSU Denver Plans" section before completing the "MSU Denver Plans" section
8. Then, in the "**MSU Denver Plans**" section on the "**MSU Denver Plans**" page:
 - a. Select the **Summer** start date you're interested in (June start)
 - i. The CCMLS program only starts once each year during the Summer Semester. If you select a Fall or Spring semester start date, your application **will not** reach our admissions team.
 - b. Select, "Post-Baccalaureate Certificate" for the type of program you're interested in
 - c. Select, "Colorado Center for Medical Laboratory Science" for your planned area of study
9. Complete the rest of the application as instructed.

Applicants must submit:

1. the completed **Application for CCMLS Admission** including the **\$50.00 CCMLS non-refundable application fee** made payable to Metropolitan State University of Denver to cover the processing and evaluation of the application. This fee will be processed through the online application portal once you submit your application. Use the “CCMLS – Pay \$50 Application Fee” Checklist item to complete payment
2. three reference **Applicant Evaluation Forms** from appropriate individuals. You will input your references’ information through the online application process. Be sure to have their information ready. Your evaluators will automatically be sent our required evaluation form to fill out and submit back directly to your online application. Your evaluators may also include a formal letter of reference if they choose.
 - a. CCMLS requires, at-minimum, 2 references be submitted from previous professors or advisors.
 - b. CCMLS requires, at-minimum, 1 reference be submitted from previous employers
3. **official transcript(s)** from **all** U.S. colleges/universities attended. The transcript(s) must be sent DIRECTLY to MSU Denver for processing. For information on where to send official hard copies, or how to send official electronic copies, please visit [MSU Denver's Send It](#) page.
4. **official transcript(s)** from **all** foreign colleges/universities attended. The foreign transcript must be sent DIRECTLY to MSU Denver. For information on where to send official hard copies, or how to send official electronic copies, please visit [MSU Denver's Send It](#) page. Foreign transcripts must also be evaluated by a U.S. foreign transcript evaluation service. The foreign transcript evaluation must be sent DIRECTLY MSU Denver.
5. ESL students must take the TOEFL test and have results sent DIRECTLY to MSU Denver. For information on where to send TOEFL results, please visit [MSU Denver's Send It](#) page.
6. **Verification of Degree Status** Form
7. **Narrative Statement**
8. **Résumé**

Space in the curriculum is limited, and positions are awarded through a competitive application process. Although applications are accepted year-round, **students are strongly encouraged to begin the application process the Fall prior to the Summer start date.**

It is the policy of the Colorado Center for Medical Laboratory Science to provide equal educational opportunity to all applicants without regard to race, religion, color, national origin, sex, age, non-disqualifying handicap or veteran status.

The program reserves the right to revise information, requirements, regulation or financial charges at any time.

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