

## Histotechnology Program Application Checklist

Please follow the application submission checklist below to ensure that all required materials will be submitted. Only application packets that are received by the program's application deadline and include all the required items will be forwarded to the program's Admissions Committee. Please see **Additional Instructions** on the next page for details on processing of incomplete or late applications.

Information and Deadline	<input type="checkbox"/> <b>Submission of a complete application package by the program's deadline of February 28, 2025.</b> Complete information must be provided prior to the application deadline for timely evaluation by the Admissions Committee.
Eligibility	<p><b>Before admission into the program, students must complete the prerequisites listed below.</b> This should be at least a combination of 30 semester hours (45 quarter hours) of biology and chemistry (must include credit hours in both). If you do not successfully complete these prerequisites, you are 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> <input type="checkbox"/> General Chemistry II and Organic Chemistry I <input type="checkbox"/> Cellular and Molecular Biology, and Microbiology (or equivalent level biology course) <input type="checkbox"/> Immunology <input type="checkbox"/> Ecology, Evolution and Genetics <input type="checkbox"/> College Algebra and Elementary Statistics <input type="checkbox"/> Anatomy and Physiology II
Educational Background	<input type="checkbox"/> List all previous and current institutions attended. <input type="checkbox"/> Submit a separate official transcript from <b>each</b> college or university attended. This includes any college courses completed while enrolled in high school.
Criminal History Disclosure	<p>If you have been arrested for or convicted of any violation of law or have charges pending against you at the time of application, you must disclose this information to the Admissions Committee at the time of application. <b>If this does not apply to you, no additional information is required.</b></p> <p>For those submitting a "criminal history disclosure," please include all criminal offenses, including felonies and misdemeanors, as well as non-criminal offenses. Please provide a typed statement of explanation giving full details, including the facts and the disposition of the case. This information should be included in the application packet.</p>

	<p>If such a previous criminal history exists, the Histotechnology Program Admissions Coordinator will confidentially discuss the information presented with the program director. This action is intended to make sure that previous criminal history will not cause you difficulty in obtaining national certification in your degree program upon graduation.</p>
<p>Program Specific Requirements</p>	<p>Attach the forms as required by the Histotechnology Program.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Histotechnology Program Application Form.</b> (Four pages — please do not include these checklist pages.)</li> <li><input type="checkbox"/> <b>Personal Statement.</b> Statement must include your interest and aspirations in histotechnology (one page is adequate).</li> <li><input type="checkbox"/> <b>Official transcripts from all colleges, universities and other institutions attended.</b> Electronic transcripts must be sent directly from the university to the program manager at <a href="mailto:desiree.robledo@nm.org">desiree.robledo@nm.org</a>. See Additional Instructions.</li> <li><input type="checkbox"/> <b>Letter of Recommendation from a supervisor or professor.</b></li> <li><input type="checkbox"/> <b>Criminal History Disclosure statement (if applicable).</b></li> </ul>
<p>Signature</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> You must sign the application, signifying you have read all the instructions and understand the requirements necessary to apply to the program.</li> </ul>

### Additional instructions and information

**Submitting a completed application packet:** All components of the application packet should be emailed directly to the program manager at [desiree.robledo@nm.org](mailto:desiree.robledo@nm.org). Verification of receipt of your application packet will be emailed within 5 business days of receipt.

**Transcripts:** Transcripts for all colleges, universities and other institutions attended are required. This includes all institutions attended upon graduation from high school or the completion of a GED, and those attended during high school (if applicable). Photocopies, unofficial copies, faxed copies or student copies of transcripts are not accepted. The Admissions Committee requires an official copy sent directly from the college, university or institution.

**Incomplete applications:** You will be notified by email regarding missing items. Because of the time required to process applications, there is no guarantee that the application will be reviewed in time to notify you of missing materials prior to the specified application deadline. It is your responsibility to submit missing items by the program’s application deadline.

**Late applications (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](mailto:desiree.robledo@nm.org) to find out if the program is still accepting applications after the stated deadline.

**Questions:** The Histotechnology Program’s program manager will be glad to answer questions about the application process. Call 312.926.9045 or email [desiree.robledo@nm.org](mailto:desiree.robledo@nm.org). It is recommended that questions be asked in advance of the submission of the completed application packet.



### 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 Northwestern Medicine: \_\_\_\_\_

Job function at Northwestern Medicine: \_\_\_\_\_

### Education

\_\_\_\_\_  
 Name of high school

\_\_\_\_\_  
 City, state

\_\_\_\_\_  
 Date graduated

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

\_\_\_\_\_  
 Name, city, state

Attended: \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_  
 Mo Yr Mo Yr

GPA: \_\_\_\_\_ Credits: \_\_\_\_\_ Degree: \_\_\_\_\_

\_\_\_\_\_  
 Name, city, state

Attended: \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_  
 Mo Yr Mo Yr

GPA: \_\_\_\_\_ Credits: \_\_\_\_\_ Degree: \_\_\_\_\_

\_\_\_\_\_  
 Name, city, state

Attended: \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_  
 Mo Yr Mo Yr

GPA: \_\_\_\_\_ Credits: \_\_\_\_\_ Degree: \_\_\_\_\_

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

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

Current semester

Future semester

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**Background**

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

Yes       No

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.

Employer name and phone number: \_\_\_\_\_

Street address, city, state, ZIP: \_\_\_\_\_

Dates of employment: \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_  
Mo      Yr      Mo      Yr

Employer name and phone number: \_\_\_\_\_

Street address, city, state, ZIP: \_\_\_\_\_

Dates of employment: \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_  
Mo      Yr      Mo      Yr

Employer name and phone number: \_\_\_\_\_

Street address, city, state, ZIP: \_\_\_\_\_

Dates of employment: \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_  
Mo      Yr      Mo      Yr

**Emergency contact**

Name and relationship to you: \_\_\_\_\_

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: \_\_\_\_\_