

**COLORADO MESA UNIVERSITY**  
**Department of Health Sciences**  
**Associate of Applied Science, Medical Laboratory Technology Program**  
**Application Procedure Check-off Form**

The check-off form is intended to help guide you through the MLT application process. The following application materials must be received in the Department of Health Sciences by 12:00 pm on March 1<sup>st</sup> for priority consideration in the program. Please allow yourself plenty of time to get all of your application materials completed ahead of time, some items will require more time to complete than others. Please submit your application first, and then turn in the remaining items as you complete them.

Once all application materials are received, the Medical Laboratory Technology Admission Committee will review all completed applicant files within 1-2 weeks after March 1<sup>st</sup> and interviews will be arranged at that time. Students may then expect a letter of acceptance or denial 3-4 weeks after March 1<sup>st</sup>.

The department recognizes that the application process can be stressful at times. Respectfully, due to the large volume of application materials that we receive for all of our health science programs, we ask that you do not inquire about your submitted application or application materials until a reasonable amount of time has lapsed. Applicants will be contacted through their MavZone email if any forms or information is missing.

All documents must be in PDF format and submitted to the Department of Health Sciences in an email attachment to [healthscience@coloradomesa.edu](mailto:healthscience@coloradomesa.edu) with "MLT Application" in the subject line.

- 1) Submit the *Application for the AAS Medical Laboratory Technology Program*
  - Download the application from the CMU MLT website and electronically fill in the PDF form.
  - Submit your application online to the email address indicated above.
  - After 3-4 business days of receiving your application, the Department of Health Sciences will send a confirmation email to your MavZone account to acknowledge receipt of your application.
- 2) At least a month before March 1<sup>st</sup>, request to take the *Test of Essential Academic Skills Exam (ATI TEAS)* administered through the [Colorado Mesa University Testing Center](https://www.coloradomesa.edu/testing/index.html) (<https://www.coloradomesa.edu/testing/index.html>). If an applicant cannot take the TEAS Exam at the CMU Testing Center, it is the applicant's responsibility to schedule the proctoring of the exam at a testing center near them. *The TEAS test requirement is waived for applicants with a bachelor's degree.*
  - At the completion of the TEAS Exam, request the CMU Testing Center to submit your scores in an email attachment directly to the department. Test scores supplied by the student to the department will not be accepted.
  - Prior MLT applicants who have submitted TEAS Exam scores within the last application cycle do not need to resubmit the scores. The same scores will be used in the current application cycle. Prior applicants beyond the last cycle will need to take the exam again and have new exams scores submitted.

- 3) At least two weeks before March 1<sup>st</sup>, request the Registrar's Office to send your academic transcripts to the Dept. of Health Sciences. Student permission is required for the Registrar's Office to send CMU transcripts and transcript evaluations for all schools attended directly to the Department of Health Sciences. Depending on your academic status below, please be sure that all criteria are met before making your request from the Registrar's Office, failure to do so will result in incomplete transcripts being sent to the department.
- a. Current CMU Student Applicants:
- Must be a Bachelor or Associate seeking student, if you are unsure of your student status you can check your MAVZone/DegreeWorks or contact the Registrar (970-248-1555) to confirm.
  - Confirm with the Registrar's Office (970-248-1555) that you do not have holds on your account.
  - Submit the completed PDF *Transcript Request Form* in an email to the department.
- b. Non-Current CMU Student Applicants:
- Apply to CMU through the Admissions Office.
  - Confirm your acceptance to CMU through Admissions as a Bachelor or Associate seeking student.
  - Confirm all transcripts from previously attended schools have been received by the Admissions Office/Registrar Office.
  - Confirm that your transcript evaluation has been completed by the Registrar's Office.
  - Confirm with the Registrar's Office (970-248-1555) that you do not have any holds on your account.
  - Submit the completed PDF *Transcript Request Form* in an email to the department.