# MSLS Application Directions

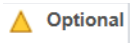
## International Question:

If you are an international student, please select the box to the right of the question. Note: You are considered an international student if you are/will be on a non-immigrant visa, have a permanent residency application pending with United States Citizenship and immigration Services (this does not include DACA cases and undocumented students), are an asylee, refugee, parole, or are in temporary protected status.

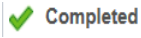
## Application Completion:

On the right of the screen are all of the sections of the application.

Those sections that are **REQUIRED** for submission are indicated by this symbol.




Those sections that are **OPTIONAL** for inclusion in your application are indicated by this symbol.




Once you have completed and saved the information to the section you will see this symbol.

## Application Sections:

### *Bio/Demo Information (required):*

The *Bio - Demo Information* section will provide additional demographic information for your admission record.

Personal Information: Use the magnifying glass to search for “Birth Country” and “Birth State.” “Birth Place” is freeform and should be used to indicate the city/area of your birth.

Phone/Email Information: Use the ‘Add’ button to include additional phone and email contact information. The preferred email address you submit with your application will be used to communicate important information regarding the status of your application.

Citizenship Information: Use the magnifying glass to search for the “Country” of your citizenship.

Address Information: Use the magnifying glass to search for the “Country” to populate the fields of your mailing address.

### *Prior College Information (required):*

In the Prior College section, list **ALL** colleges and universities you previously attended, including community colleges and colleges in which you received dual credit as a high school student. Official transcripts will be required from **ALL** institutions you attended. Please contact

the Registrar's Office for each institution and ask that an official transcript be sent to **UNT Health Science Center, ATTN: School of Health Professions-Lifestyle Health Sciences.**

Use the magnifying glass next to the College/University ID to search for the institutions. You can use the filters to the left of Name, City, State and Country to refine your school search. ***HINT: Start search with CITY*** *first to narrow returned responses.* If an institution is not listed, click cancel and then select "Can't find my school" to enter the institution's name and address.

Use the 'Add' button to include additional colleges.

***Extracurricular Activities (optional):***

List any volunteer activities you would like the Admissions Committee to be aware of.

If English is NOT your native language, please "uncheck" the box and list your native language information in the boxes provided.

***Veterans Benefit (optional):***

If you are currently in the United States military, or previously have served in the United States military, please answer all the questions below and click 'Save'.

***Work Experience (required):***

If you are currently employed, please use the *Work Experience* section to identify your **relevant** employment history. If you are not currently employed, enter "Not Employed". Click 'Save' and continue.

***Ethnicity Information (optional):***

Please select the racial category, or categories, with which you most closely identify.

***Test Information (optional): Not required for MSLS program application***

The *Test Information* section enables you to submit unofficial test scores (GRE, MCAT, DAT, etc.) for the program you selected. Please review the program website, or the UNTHSC Catalog, for information on test score requirements. **Official** test scores must be submitted prior to Admissions Committee review.

The Graduate School of Biomedical Sciences' school code for the GRE is 6909. MCAT and DAT scores must be downloaded from the AAMC website (saved as a .pdf), with verification codes, and uploaded to the application or sent to GSBS Admissions office via mail or e-mail.

***Recommendation Information (required):***

Use the *Recommendation Information* section of the application to list the name and email address of individuals that will be able to competently assess your academic preparation for graduate training in the program of your choice.

After you have submitted your application, individuals listed in the *Recommendation Information* section will be contacted at the email address you provided and asked to submit a reference on your behalf. The reference materials can be returned electronically to UNTHSC.

***Residency (required):***

The information provided in the *Residency* section will be used to determine your eligibility for in-state tuition. Please be sure to provide accurate and complete information. Incomplete information will result in a non-resident classification for tuition purposes.

***Emergency Contact (required):***

UNTHSC requires each student to submit an emergency contact. Use the 'Add' button to provide additional contacts if desired.

***Online Media/Publications (optional):***

Use the *Online Media/Publications* section to list URLs for work that might be required for, or support, your application. For example, publications in scientific journals.

**Put "Not Applicable (N/A)" in this section if there are no publications.

***Supplementary Questions (required): **Supplemental questions will not populate until you have answered all questions in the residency section******

Please complete the entire *Supplemental Questions* section of the application. Answers to the long description/essay type questions should be thorough and no longer than 750 -800 words, as appropriate.

***Upload Documents (optional):***

Please use the *Upload Documents* section to attach documents related to your UNTHSC application. Documents might include your personal resume or other relevant documentation necessary for the Admissions Committee to review. We accept both .doc and .pdf document types.

## Application Submission:

Once you have completed all of the sections, please select “Return to Main Menu.” By selecting this button,

, you will now be able to submit your application and either pay your application fee by credit card, e-check or select “Pay Later” to mail a check to the LHS Admission Office.

After reading the *Application Agreement* and *Certification of Information,* indicate so by check the acceptance box, then choose the “Submit” button.

You will then be taken to the payment screen where you can select the “Payment Type” to pay your application fee now with a credit card or e-check. If you choose to, you may select the “Pay Later/Pay By Check” box and submit your application fee by mail. Please note: Applications will NOT be processed until application fees have been received.

*Make all checks payable to: UNT-HSC