

## APPLICATION CHECKLIST

Once the ONLINE APPLICATION and non-refundable application fee of \$100 have been submitted, applicants should forward the supplemental paperwork listed below via MAIL or E-MAIL to the addresses below.

All documents listed below must be submitted prior to the scheduled interview date.

### THE FOLLOWING DOCUMENTS MUST BE SUBMITTED:

**Online Application** ([www.nypcls.org/apply](http://www.nypcls.org/apply))

**Official College Transcripts**

*Transcripts must be **official** and in a sealed envelope, from all institutions attended.*

**Two Professional Reference Letters**

***TWO** Professional Reference Letters are required. All references must be submitted on letterhead. Reference letters **MAY** be sent (in a sealed envelope) directly to the admissions office separately from the application or e-mailed to [admissions@nypcls.org](mailto:admissions@nypcls.org). For your convenience, a Professional Reference Letter Request Form may be found online: [www.nypcls.org/referenceletter](http://www.nypcls.org/referenceletter)*

**Personal Statement**

*In 250-500 words, applicants are asked to discuss why they wish to work in the field of Clinical Laboratory Science and how their anticipated attendance in the CLS program will contribute to their goals.*

**Two Passport-Sized Photos** (2 x 2 inches/ 51 x 51 mm)

**Copy of a Government Issued Photo ID**

*Supporting documentation may be mailed separately from the application. However, an application cannot be processed until ALL supporting documentation is received.*

Kindly submit the applicable documents listed above via mail or e-mail to:

**New York-Presbyterian Brooklyn Methodist Hospital**  
**Clinical Laboratory Science Program**

1401 Kings Highway • Brooklyn, NY • 11229

Attn: Admissions Department

E-mail Address: [admissions@nypcls.org](mailto:admissions@nypcls.org)

Questions?

Feel free to contact the Clinical Laboratory Science Program at **718-943-4343** or e-mail [admissions@nypcls.org](mailto:admissions@nypcls.org) with any questions about the program or Admissions Process.