



Mercy Hospital St. Louis – MAIN LAB
School of Medical Laboratory Science
615 S. New Ballas Road
St. Louis, MO 63141

Hello, and thank you for your interest in our medical laboratory science program!

Please review the eligibility requirements on our website prior to applying.

For consideration in our program the following application materials need to be received **on or before November 30:**

1. fully completed application form (available on website)
2. current official transcripts from *each* college and university attended
 - The program director may request a course syllabus from non-affiliated colleges/universities to verify a course's content when evaluating transcripts.
3. \$25.00 application fee
 - Please mail check or money order payable to **Mercy Hospital St. Louis**.
 - This fee is non-refundable.
4. completed degree confirmation form (available on website)
 - If you will not complete a baccalaureate degree prior to the start of the MLS program, the degree confirmation form must be completed by your college/university registrar and submitted by November 30
5. Four completed reference forms (available on website)
 - Complete the applicant information on each form and give one to each of the following:
 - Chemistry instructor
 - Biology instructor
 - Advisor
 - Employer
 - Ask the individuals to complete the reference form and submit directly to the program director by November 30.
 - Appropriate substitutions are allowed (e.g., another science instructor instead of an employer). If in doubt, verify substitutions with the MLS program director.

Application materials may be emailed directly to the program director (in PDF format) at Michelle.Fahs@mercy.net or submitted by US postal service to:

Mercy Hospital St. Louis – MAIN LAB
School of Medical Laboratory Science
Attn: Michelle Fahs
615 S. New Ballas Road
St. Louis, MO 63141

All application materials will be reviewed as they are received. The applicant will be notified if items are incomplete or missing.

In late November or early December, all viable applicants will be contacted for an interview. Final candidate selections are made in early January.

It is mandatory that fall grades be included in your application file. You may send an unofficial copy of your transcript as soon as fall grades are available. Your application will not be considered if any grades are pending. A final official transcript will also be required prior to the start date of the MLS program in June.

If you have any questions throughout the application process, please do not hesitate to contact me.

Best regards,

Michelle Fahs

Michelle Fahs, MHPTT, MLS(ASCP)
School of MLS Program Director
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Michelle.Fahs@mercy.net