



Mercy Hospital St. Louis  
School of Clinical Laboratory Science  
615 S. New Ballas Road  
St. Louis, MO 63141  
314-251-6855

Dear Prospective Applicant,

Thank you for your request for an application to our clinical laboratory science program.

Please review the eligibility requirements of the program prior to completion of the application (available on website).

Successful application requires the following steps be completed and in the CLS program director's office **on or before November 30<sup>th</sup>**:

1. completed application form (available on website)
  - Please mail the completed application to the address listed below.
2. current official transcripts from *each* college and university attended
  - Note** – The CLS program director may require a course catalog from non-affiliated colleges/universities to verify course content.
3. \$25.00 application fee
  - Please make the check payable to **Mercy Hospital St. Louis**
  - This fee is non-refundable.
4. completed degree confirmation form (available on website)
  - Note** - If you will not complete a baccalaureate degree prior to the start of the CLS program, the degree confirmation form must be completed by your college/university registrar and returned on or before November 30<sup>th</sup>.
5. 4 (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 and return the reference form to the address below on or before November 30<sup>th</sup>. It is strongly recommended you provide a stamped, addressed envelope for each individual you request as a reference. Appropriate substitutions are allowed (i.e. another science instructor instead of an employer). If in doubt, verify substitutions with the CLS program director.

The program director will review materials as received. The applicant will be notified if items are incomplete or missing.

In late November or early December, the program director will contact viable applicants for an interview. Final candidate selections are made in late December or early January.

It is mandatory that fall grades be included in your application file. You may fax an unofficial copy of the grades to the program director as soon as they are available. Your application will not be considered if there are any grades pending. A final official transcript will be required upon admission to the CLS program.

If you have any questions, please contact the program director.

Sincerely,

*Terry Taff, MA, MT(ASCP)SM*

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