



University of Nebraska Medical Center
School of Allied Health Professions
Bachelor of Science in Clinical Laboratory Science Degree Advancement Option

Application Instructions

Please follow all instructions carefully. The admissions committee can only review applications that are complete. Your application to the UNMC School of Allied Health Professions is a TWO step process:

Step 1: Online Application

Complete the online UNMC application and submit payment for the application fee (\$70) by **11:59 PM CST the day prior to the deadline** listed on the BSCLS website. While you are working on your application, you may save it and return to it later. However, **IT MUST** be submitted by the deadline.

1. Go to the [application for admission](#) at <https://admit.nebraska.edu/applyUNMC/login>
2. Log in using your Username and Password. If you have not previously applied to or attended UNMC, select “register here” to register for a username and password.
NOTE: Your username and password can be used to log back into the system to monitor your admissions process, check your “To Do” items, update/change contact information and, if admitted, become your username and password to the UNMC Student Information System. If you happen to forget your username and password, contact UNMC IT Help Desk at 402.559.7700 or 800.626.8431 ext. 97700.
3. In the online application system, your academic program of study is referred to as your “plan”. Select the career/program/plan track based on the program to which you are applying:
Select **Undergraduate** for Career
Select **Univ of NE Medical Center** for Campus
Select the 2nd listing of **Allied Health Undergraduate** for Program
Select **Clinical Laboratory Science Degree Advancement Option** for Field of Study
Select the **Term** for which you are applying. If the term you wish to apply for is not there, it means that applications are not yet being accepted for that term.
Please select whether or not you wish to be considered for Financial Aid and click “**Apply for this program.**”
4. You will be asked to provide information in the following areas:
 - a. **Basic Personal Demographics** (name, address, etc.)
 - b. **Citizenship & Residency Information**
 - c. **Education History** – Please enter the names of each college or university you have attended, including the name of the high school from which you graduated.
 - d. **Current Employer**–Please enter your current employer.

- e. **Additional Information**-Please answer the additional questions.
 - f. **Personal Narrative** – The narrative should be a maximum of 500 words. The narrative should describe your interest in your specific discipline, particularly stressing your professional goals and motivation for seeking a baccalaureate degree. Additionally, please describe your current experience in your profession. You will be asked to upload this as a Microsoft Word document (.doc or .docx) or an Adobe (.pdf) file.
 - g. **Personal Resume** – The resume should include an objective statement that addresses your interest in completing a Bachelor of Science in Clinical Laboratory Science degree and states your professional career goals. Please include all schools attended and dates of attendance, current place of employment and all previous places of employment since graduation from your professional program. Please indicate all certifications with current status.
- 5. Choose a payment option for the \$70 application fee which will be charged to a major credit card.
 - 6. Submit your online application to the School of Allied Health Professions.
 - 7. Receive a confirmation email indicating your application has been submitted and received by SAHP Student Affairs at UNMC.

Step 2: Hard Packet (Application Check List)

Please print and complete the Application Check List. The check list can be printed from the How to Apply webpage. Your hard packet must be **postmarked by the Program deadline**. **No late applications will be considered**. If you want proof of mailing date and delivery confirmation, you should send materials using a delivery service that can provide a receipt and/or tracking of your packet. Application materials become the property of the University of Nebraska Medical Center.

Other Important Information

APPLICATION STATUS: To check your application status and/or verify that we have received your application packet, please email mlsimon@unmc.edu.

Please note: All admitted students will be required to complete a background check prior to attending classes. Professional accrediting bodies may not license individuals with certain felony convictions. Contact your professional accrediting agency if you have question.

All official communication from the School of Allied Health Professions will be sent via email. To ensure you receive all important communications, you should regularly check the email account you provided when you applied online. If the email account to which you wish to receive correspondence from us should change, please login to the UNMC Student Information System and update your personal information. For more information, please contact SAHP Student Affairs at 402.559.6443 or 800.626.8431 ext. 96443.

Financial Aid

If you would like information regarding financial aid at the University of Nebraska Medical Center, please visit the Financial Aid website at <http://www.unmc.edu/financialaid>.