



## University of Nebraska Medical Center School of Allied Health Professions 2011-12 Application Instructions

Please follow all instructions carefully. The selection 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: UNMC On-line 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 for the program to which you are applying. While you are working on your application, you may save it application and return to it later; However, **IT MUST** be submitted by the deadline.

- 1. Go to the [application for admission](https://admit.nebraska.edu/applyUNMC/login) 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.*

- 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:

#### Undergraduate Programs of Study:

<b>Clinical Laboratory Science</b>	Select Undergraduate for Career Select Univ of NE Medical Center for Campus Select Allied Health Undergraduate for Program Select Clinical Laboratory Science for Field of Study
<b>Computed Tomography/ Magnetic Resonance Imaging</b>	Select Undergraduate for Career Select Univ of NE Medical Center for Campus Select Allied Health Undergraduate for Program Select CT/MRI for Field of Study
<b>Diagnostic Medical Sonography</b>	Select Undergraduate for Career Select Univ of NE Medical Center for Campus Select Allied Health Undergraduate for Program Select Diagnostic Medical Sonography for Field of Study
<b>Nuclear Medicine</b>	Select Undergraduate for Career Select Univ of NE Medical Center for Campus Select Allied Health Undergraduate for Program Select Nuclear Medicine for Field of Study
<b>Radiation Therapy</b>	Select Undergraduate for Career



Select Univ of NE Medical Center for Campus  
Select Allied Health Undergraduate for Program  
Select Radiation Therapy for Field of Study

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**Radiography**

Select Undergraduate for Career  
Select Univ of NE Medical Center for Campus  
Select Allied Health Undergraduate for Program  
Select Radiography for Field of Study

**Cytotechnology**

Select Undergraduate for Career  
Select Univ of NE Medical Center for Campus  
Select Allied Health Certificate for Program  
Select Cytotechnology for Field of Study

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**Clinical Perfusion Education**

Select Professional for Career  
Select Allied Health Professional for Program  
Select Clinical Perfusion Education for Field of Study

4. 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.
5. You will be asked to provide information in the following areas:
- Basic Personal Demographics** (name, address, etc.)
  - Citizenship & Residency Information**
  - 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
  - Test Scores** – If the program to which you are applying requires any tests (GRE, TOEFL), you need to enter your scores here. You will need to submit your official score reports for these exams in your hard packet (Step 2).  
**Please note:** See our website for more information.
  - Personal Narrative** – The program for which you are applying may ask for a personal statement regarding your interest in the profession. After reading the instructions for the Personal Narrative in the online application, you must save your narrative as a separate document (PDF is preferred). You will then upload this document to your online application.
  - Personal Resume** – The resume should include the following information:
    - Name/Address/Telephone Number/Email
    - Career Objective
    - Education
    - Work Experience (include all relevant work experience, both paid and unpaid)
    - Shadowing Experience in the area to which you are applying
    - Honors/Scholarships (please specify college or high school and the year)
    - Activities/Organizations
    - Skills/Interests
6. Choose a payment option for the \$70 application fee which will be charged to a major credit card. **RHOP or NuPATHS program participants** – please select WAIVER as your payment option. Your participation in RHOP or NuPATHS will be verified before your application is processed.
7. Submit your online application to the School of Allied Health Professions.



- 8. Receive a confirmation email indicating your application has been submitted and received by the SAHP Office of Student Affairs at UNMC.

### **Step 2: UNMC SAHP Application Hard Packet**

This application packet will be used by the Admissions Committee.

The Application Hard Packet must be **postmarked by PROGRAM DEADLINE. No late applications will be considered.** If you want proof of mailing date and delivery, 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.

**The following materials are required for your application hard packet to be complete:**

- 1. **SAHP Application Cover Sheet** – Download and complete the SAHP Application Cover Sheet.
- 2. **Letter of Recommendation Form**– Download the Letter of Recommendation Form for your specific programs apply webpage and complete the waiver (top portion) before giving to the individual writing the letter of recommendation. Your program requires **THREE** letters of recommendations from individuals that can speak to your academic and personal character. **FAMILY MEMBERS CAN NOT WRITE A LETTER OF RECOMMENDATION ON YOUR BEHALF.** Letters may come from professors, employers, etc.
- 3. **Official transcript(s)** – All official transcripts must be submitted from each college/university attended. You must request the transcripts be sent to you, and then submit ALL transcripts together in the Application Hard Packet. All transcripts must be submitted in **sealed envelopes** to be acceptable. Transcripts will be verified by the registrar as original and official.  
  
Additionally, if you want to transfer any credit earned by examination (CLEP, DANTES, AP credit, etc.) you must submit an official report from the entity awarding credit. Credit earned by examination hours appearing on the transcript of other institutions will not be honored for transfer.
- 4. **Official Score Reports** – Applicants must submit evidence of completion for any tests required by the program to which they are applying, including GRE and TOEFL. You must request the score report be sent to you, and then submit ALL score reports together in the Application Hard Packet. All score reports must be submitted in **sealed envelopes** to be acceptable.

**Send ALL materials (Items # 1-4) to:**

**Office of Student Affairs  
UNMC School of Allied Health Professions  
984000 Nebraska Medical Center  
Omaha, NE 68198-4000**

**APPLICATION STATUS:** To check your application status and/or verify that we have received your application packet, log in to the UNMC Student Information System at <https://csprdnunbraska.edu/psprdnunbraska> using the username and password used to access your application. Your application status will be available within 24 hours of submitting your online application. After logging in, click on Self Service on the left-hand menu, then on Student Center. Your Checklist will appear on the right hand “To Do” box or under the Admissions section.



**NOTE:** If you have questions about the SAHP application process, please contact the School of Allied Health Professions Office of Student Affairs via e-mail at [sahp admissions@unmc.edu](mailto:sahp admissions@unmc.edu).

### **SAHP Admission Selection Procedure:**

**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 professional accrediting agencies if you have questions. A link to the accrediting agency for each program can be found on the program's website.**

A selection committee, comprised of faculty from the program to which you are applying, identifies and prioritizes from the pool of qualified applicants. Selection criteria include:

1. Scholastic ability indicated by grade point averages and academic pattern;
2. Quantitative and qualitative evaluation of work experience, including paid and volunteer experience;
3. Other activities, including extra-curricular and community service experiences, and the degree of leadership exhibited in these areas;
4. Communication skills, personal, and professional attributes, as demonstrated through application content and letters of reference.

### **EMAIL**

**All official correspondence from the Office of Student Affairs at the School of Allied Health Professions will be received via email.** To ensure you receive all important communications, you should regularly check the email account you provided when you applied for admission to UNMC. If the email account to which you wish to receive correspondence from us should change, please login to the UNMC SIS and to update your personal information.

### **FINANCIAL AID INFORMATION**

If you would like information regarding financial aid at the University of Nebraska Medical Center, please go to the [Financial Aid Office](http://www.unmc.edu/financialaid/) website (<http://www.unmc.edu/financialaid/>).

### **FOR MORE INFORMATION:**

Office of Student Affairs  
School of Allied Health Professions  
984000 Nebraska Medical Center  
Omaha, NE 68198-4000

Phone: 402-559-6673

Toll Free: 800-626-8431, ext. 96673

[sahp admissions@unmc.edu](mailto:sahp admissions@unmc.edu)