University of Nebraska Medical Center
School of Allied Health Professions (SAHP)

Online Admissions Application Instructions: 2014 - 2015

Please follow all instructions carefully. You may print this document as a checklist. 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:

**Sign On**
To start the application process, a unique ID (NUID) and password are needed. If you are new to the Nebraska college or university system, click on the "Create Your NUID" link to be assigned a universal NUID. If you are a current or former employee or have previously applied to or attended Chadron, Peru, or Wayne State Colleges; UNK, UNL, UNO or UNMC, use your NUID (Student ID number) and current password to apply. If you do not know your NUID or have forgotten your password click on the "Forgot Your Password or NUID" link.

1. **On-line Admissions Application**
Complete the online UNMC application and submit payment for the application fee ($70) by **11:59 PM CST on the deadline date** listed for the program to which you are applying. You may save your application and return to it later. Thoroughly read all instructions in the application. Items with * are required.

☐ 1. **Personal Information**
   a. Enter Legal Name*, Date of Birth*, and Gender*.

☐ 2. **Contact Information**
   a. Enter contact information including permanent address* (mailing address if different than permanent), phone*, email*, and emergency contact*.

☐ 3. **Identification**
   a. Enter identification information including citizenship status*, social security number, and military status.

4. **Ethnicity**
   a. Enter ethnicity information

☐ 5. **Residency**
   a. Enter residency information. If you are a Nebraska state resident, be sure to check the box stating, "I am a Nebraska resident," and complete the four validation questions. If you are not a Nebraska resident continue on to the next section.
## 6. Academic Term and Program

a. Specify the term and program to which you are interested in applying.

### Programs of Study:

<table>
<thead>
<tr>
<th>Program of Study</th>
<th>Academic Career</th>
<th>Term</th>
<th>Admit Type</th>
<th>Academic Program</th>
<th>Academic Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Laboratory Science</td>
<td>Select Undergraduate</td>
<td>Select Fall 2015</td>
<td>Select Undergraduate Degree Seeking for Admit Type</td>
<td>Select Allied Health Undergraduate for Academic Program</td>
<td>Select Clinical Laboratory Science for Academic Plan</td>
</tr>
<tr>
<td>Cardiovascular Interventional Technology</td>
<td>Select Undergraduate</td>
<td>Select Fall 2015</td>
<td>Select Undergraduate Degree Seeking for Admit Type</td>
<td>Select Allied Health Undergraduate for Academic Program</td>
<td>Select RST CVIT for Academic Plan</td>
</tr>
<tr>
<td>Computed Tomography Practicum</td>
<td>Select Undergraduate</td>
<td>Select Summer 2015 OR Fall 2015</td>
<td>Select Undergraduate Non-degree Seeking for Admit Type</td>
<td>Select Allied Health Non-degree for Academic Plan</td>
<td>Select CT for Academic Sub-Plan</td>
</tr>
<tr>
<td>Diagnostic Medical Sonography</td>
<td>Select Undergraduate</td>
<td>Select Fall 2015</td>
<td>Select Undergraduate Degree Seeking for Admit Type</td>
<td>Select Allied Health Undergraduate for Academic Program</td>
<td>Select RST Sonography for Academic Plan</td>
</tr>
<tr>
<td>Magnetic Resonance Imaging</td>
<td>Select Undergraduate</td>
<td>Select Fall 2015</td>
<td>Select Undergraduate Degree Seeking for Admit Type</td>
<td>Select Allied Health Undergraduate for Academic Program</td>
<td>Select RST MRI for Academic Plan</td>
</tr>
<tr>
<td>Nuclear Medicine</td>
<td>Select Undergraduate</td>
<td>Select Fall 2015</td>
<td>Select Undergraduate Degree Seeking for Admit Type</td>
<td>Select Allied Health Undergraduate for Academic Program</td>
<td>Select RST Nuclear Med Prog Universit for Academic Plan</td>
</tr>
<tr>
<td>Radiation Therapy</td>
<td>Select Undergraduate</td>
<td>Select Fall 2015</td>
<td>Select Undergraduate Degree Seeking for Admit Type</td>
<td>Select Allied Health Undergraduate for Academic Program</td>
<td>Select RST Radiation Therapy for Academic Plan</td>
</tr>
<tr>
<td>Radiography</td>
<td>Select Undergraduate</td>
<td>Select Fall 2015</td>
<td>Select Undergraduate Degree Seeking for Admit Type</td>
<td>Select Allied Health Undergraduate for Academic Program</td>
<td>Select RST Radiography for Academic Plan</td>
</tr>
<tr>
<td>Cytotechnology</td>
<td>Select Professional</td>
<td>Select Fall 2015</td>
<td>Select Professional Degree Seeking for Admit Type</td>
<td>Select Allied Health Professional for Academic Program</td>
<td>Select Cytotechnology for Academic Plan</td>
</tr>
<tr>
<td>Clinical Perfusion</td>
<td>Select Professional</td>
<td>Select Fall 2015</td>
<td>Select Professional Degree Seeking for Admit Type</td>
<td>Select Allied Health Professional for Academic Program</td>
<td>Select Clinical Perfusion for Academic Plan</td>
</tr>
</tbody>
</table>
7. **Educational History**
   a. High School Information – enter information about the high school from which you graduated. HS transcripts are **NOT** required
      i. Select the type of high school from which you graduated (ie. US high school, GED, home school or high school outside the US)
      ii. If a US high school, search for the high school by clicking on the “High School Search” button. Enter city and state information and click “Search”.
      iii. Enter dates of attendance – “From Date” and “To Date”
   b. College Information – enter information about **all institutions you have attended**
      i. Select the option “College(s) Attended / Currently Attending”
      ii. Search for the College / Institution by clicking on the “College Name Search” button. Enter city and state information and click “Search”
      iii. Enter dates of attendance – “From Date” and “To Date”
      iv. If you have received a degree from the institution, select the degree type from the drop down list and enter the date degree was received. If you did not receive a degree from that institution, leave the “degree” and “degree date” box empty.
      v. To add multiple institutions, select “Click here to Add another College Education Experience.”

**IMPORTANT:** Enter information for all institutions attended, including college or universities attended while in high school or if course work was transferred to another institution. Failure to input all institutions could result in delay processing or consideration by the admissions committee.

8. **Supporting Materials** – upload supporting documents. Uploaded documents should be either Microsoft Word (.doc or .docx) or Adobe (.pdf) files.
   a. Personal Narrative – specific instructions regarding the topic / scope of the personal narrative can be found in this section of the application. The application can be saved and returned to at a later time to upload documents.
      i. To upload your narrative, select “Personal Narrative” from the “Topic” dropdown box
      ii. Click “Attach Here” to the right of the “Topic” drop down.
      iii. Click “Browse” to search for the document on your computer
      iv. Select the document you wish to upload, the click “Upload”
      v. If the upload was successful, you will receive a message box confirming the successful upload. Click “Ok”
   b. Résumé – The résumé 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 health care or other related experience
      - Honors / Scholarships (please specify college or high school and the year)
      - Activities / Organizations
      - Skills / Interests
      i. To upload your resume, select “Resume” from the “Topic” dropdown box
      ii. Click “Attach Here” to the right of the “Topic” drop down.
      iii. Click “Browse” to search for the document on your computer
      iv. Select the document you wish to upload, the click “Upload”
      v. If the upload was successful, you will receive a message box confirming the successful upload. Click “Ok”
9. **Recommendation Details** – enter name and email address for individuals who will provide recommendations on your behalf. Once you click “Save and Send Email,” the recommender will be sent an email stating your request for a recommendation. The recommender will then follow the instructions in the email to complete the recommendation. The online recommendation consists of specific questions the recommender must answer. The recommender may also add additional comments as well as upload a letter if they wish. You can log back into this application at any time to track the status of your recommendations. You can also send a reminder email to your recommender. Please make sure to inform your recommender prior to completing this section so they know to expect the email. If your recommender does not receive the email, have them check the “junk” / “spam” or “deleted” / “trash” folders of their email. If you need to add another recommender, you may do so by logging back into the application. If you wish to delete a recommender you may do so as well. Please keep in mind that if you delete a recommender, the recommender will not be notified of the deletion. If you enter an incorrect email address or name, you will have to delete that entry and re-enter the recommender information.

i. To add a recommender, click “Add”

ii. Provide recommendation provider details
   1. First Name
   2. Last Name
   3. Email Address

iii. Complete the waiver information

iv. Enter a personal note if you wish. This message will be sent to the recommender in the email notification.

v. Click “Save & Email Recommender” to save the recommender information and email the recommendation notification.

vi. Click “Add” to continue to add recommenders.

**NOTE:** You do NOT have to wait until all recommendations have been submitted to complete your application. Recommendations can still be received in the system once the application is complete.

10. **Questions** – Answer any questions that apply to you.

11. **Application Specific Questions** – Based on the Program and Plan for which you are applying, you may be asked some additional questions or given additional application instruction. Answer all that apply to you and follow any specific instructions provided.

12. **Admissions Application Fee** – select the method of payment and follow the instructions provided.
   a. Credit Card – have the credit card you will use for payment ready. After clicking the “Make Credit Card Payment” button, you will be directed away from this site to make the payment. Once the payment is complete, you will be able to return to the application to submit.

   b. Waiver – if you are an RHOP, KHOP, or other pathway program student or have already applied to an SAHP program during the current admissions cycle (July 1, 2014 – June 30, 2015) and paid the $70 application fee, you may select waiver as a payment option. Be sure to select your waiver status in the “Questions” section of the application. All waiver requests will be verified. If you do not qualify for a waiver you will be contacted by SAHP Academic & Student Affairs for payment. Your application will not be considered until payment is complete.

13. **Confirmation** – Review the statement and check the box to accept. A summary of your application can be viewed and saved for your records. Click “SUBMIT” to complete the application.

14. **Confirmation Email** – A confirmation email will be emailed to your preferred email address indicating your application has been submitted and received by the SAHP Academic and Student Affairs at UNMC.
Step 2: Supplemental Materials

Supplemental materials must be postmarked by PROGRAM DEADLINE. No late applications will be considered. Application materials become the property of the University of Nebraska Medical Center.

The following materials are required to complete your application:

1. **Official transcript(s)** – All official transcripts must be submitted from each college/university attended. If courses have been transferred from one institution to another, the original transcript from both institutions must be submitted. If you completed course work for college credit while in high school, official transcripts from that institution must also be submitted. All transcripts must be sent directly from the institution you attended to UNMC. UNMC will accept hard copy official transcripts sent to the address below in **sealed envelopes** or **electronic official transcripts** sent directly from the institution to the email address below. Transcripts will be verified by the registrar as original and official.

   **Academic & Student Affairs**
   UNMC School of Allied Health Professions
   984035 Nebraska Medical Center
   Omaha, NE 68198-4035
   SAHPADMISSIONS@UNMC.EDU

   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. Refer to the website of your program of interest for policies regarding credit by examination.

2. **Official Score Reports (GRE, TOEFL, IELTS)** – Applicants must submit evidence of completion for any tests required by the program to which they are applying. All official score reports must be sent directly to UNMC using the **Institution Code of 6896**.

**GENERAL INFORMATION:**

**Application Status:**
To monitor the status of your application, log into the Admissions Application Tracking Self Service Center of UNMC’s My Records Student Information System (https://myrecords.nebraska.edu) using the NUID (8 digit number) and password created during the online application process. Any outstanding application materials required to complete your application are viewable on the ‘To Do’ list. To Do lists are updated weekly as documents are received.

**EMAIL**

All official correspondence from Academic & 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 that email account should change, please use the application tracking self-service link above 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 website (http://www.unmc.edu/financialaid/).

If you have any questions, please contact the School of Allied Health Professions Academic & Student Affairs at sahpadmissions@unmc.edu or 402-559-6673.