



NOTICE TO PROGRAM APPLICANTS

The **Healthcare Technician: Phlebotomy** program makes every effort to provide an understandable application process by insuring each applicant has the necessary information for application completion. It is the student's responsibility to review the application requirements and selection criteria for the Healthcare Technician: Phlebotomy program to which they are applying. Application requirements and selection criteria are subject to change. Some programs may have additional requirements in addition to those listed on the Admission Requirements for the Health Sciences.

Please visit our website for detailed information about our Healthcare Technician: Phlebotomy program's application and selection process.

All applicants have equal opportunity to contact the Program Director prior to submitting their application. Each program reserves the right to consider an applicant ineligible for program admission if he/she neglects any part of the stated requirements for application or selection. Fulfilling all application criteria does not guarantee acceptance into a program, as program size is limited. Final acceptance to the Healthcare Technician: Phlebotomy program is subject to completion of a background check and drug screen.

Alamo Colleges, St. Philip's College, the Health Science Department and the Healthcare Technician: Phlebotomy program are not responsible for any applicant misinterpretation of the application or selection process. As evidence that you have read and understand this notice, you will be asked to confirm with your signature on the Healthcare Technician: Phlebotomy Application.

Health Sciences front office personnel are able to assist you with general application questions you may have.

However, it remains the responsibility of the applicant to follow all written instructions for application submission and selection criteria.

No person shall, on the basis of race, color, sex, pregnancy, religion, creed, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, sexual orientation, gender, transgender status, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, any other protected category under applicable local, state or federal law, or persons who have opposed discrimination or participated in any complaint process on campus or before a government agency, be excluded from participation in, denied the benefits of, or subjected to discrimination in employment or under any program or activity sponsored or conducted by the College District. H.1.1.1.



STUDENT APPLICATION FORM

Healthcare Technician: Phlebotomy Program					Desired Semester Entry Date:	
Name: (Last, First, MI)					Alamo Student? Y N Banner ID#:	
Street Address		Apt #	City	State	Zip	Email:
Home Phone:			Cell or Alternate Phone:			
College/University Attended (include attachments as necessary)			Degree	Hours Completed	Dates	
Employment History			Employer (include attachments as necessary)		Job Title	Dates
Are you eligible to work in the United States? Yes No			Do you want to work as a Phlebotomist? Yes No			
Convicted of a felony? Yes No			Convicted of a misdemeanor? Yes No			
Enrollment into the Healthcare Technician: Phlebotomy program by students with felony convictions could result in denial of licensure or certification. These students would not be eligible for admission into the program until a declaratory order process is completed with the licensure or certification board and proof of eligibility for licensure or certification is provided.						
Medical Emergency Numbers:						
Name		Relationship			Phone Number	

I understand that falsification of any information on the application will automatically disqualify me as an applicant for admission and will result in my being dropped from the Healthcare Technician: Phlebotomy program.

I have read and understand the Notice to Program Applicants.

Applicant Signature

Date



APPLICATION CHECKLIST

Initial each box below to affirm you completed that step prior to applying. SUBMIT THIS PAGE WITH APPLICATION.

- Are you college ready? Have you completed the . . .
1. **"Apply Texas" application for admission to St. Philip's College if necessary?**
 2. Assessment tests or submitted assessment scores; or are you exempt?
See [How to Apply](#) for details
- Are you in Good Standing with the College?
Contact the program director for any questions or concerns
- Have you included any additional healthcare licensure documents, if applicable?
This requirement is **Not Applicable** to this program.
- Have you checked if you meet the minimum grade point average (GPA) requirement?
You must have minimum of 2.0 on a 4.0 scale to apply for any Allied Health program. Some programs require a higher GPA requirement. See program website or Quick Reference Checklist.
- Did you check the program website or the Quick Reference Checklist to make sure you will meet the program application deadline?
Contact the Program Director for deadlines for application submissions
- Did you complete the Healthcare Technician: Phlebotomy Program student application form?
Fill out the entire form legibly and completely. You must sign and date the form.
- Did you include an essay?
A one-page, double-spaced, typed essay stating reasons for pursuing the program of interest is required.
- Did you include unofficial transcripts for application to the Healthcare Technician: Phlebotomy program?
An official transcript must be provided to the records and registration office to be admitted as a St. Philip's College student. Official transcripts from all colleges attended are required. *An official transcript is one printed on official paper from the Registrar's office and in a sealed envelope.* Students should request the transcript(s) be sent to their home address. **DO NOT OPEN.** For the Healthcare Technician: Phlebotomy Program: submit either official or unofficial transcripts with all other application documents in one sealed envelope.
- Did you read the NOTICE TO PROGRAM APPLICANTS statement?
Notice is located at the beginning of this document.
- Did you place all documents in **ONE** sealed envelope addressed with the Program name?

Documents mailed separately from the application form will not be considered.

Application and required documents [can be mailed](#) to the address below or you may [drop it off](#) at the Health Science Department front office located on the first floor of the Center for Health Professions building.

St. Philip's College-Health Sciences Department
Attn: James Williams
Healthcare Technician: Phlebotomy Program
1801 Martin Luther King Drive
San Antonio, TX 78203-2098