

## Delgado Community College Medical Lab Technician (MLT) Program

### APPLICATION COMPLETION CHECKLIST

#### **MUST BE COMPLETE BY October 1 each year**

\_\_\_\_\_ Submit your Application to the MLT Program online. This will include:

1. Personal information including work and school history
2. Acknowledgement of Essential Functions
3. Uploading **unofficial** transcripts from EACH college or university attended, other than Delgado Community College. The unofficial transcripts will allow admissions to begin processing your program application.
4. Providing 3 contacts for letters of recommendation. Recommendations should only be from supervisors in an educational or work setting i.e. instructors or supervisors. You must also verify all 3 forms have been completed electronically. Please note that some institutions may block the email from DCC requesting a recommendation. It is your responsibility to ensure that the email addresses you provide in your application will accept the form electronically. (You may need to request a personal email address from the recommender.)

\_\_\_\_\_ Submit **official** transcripts from EACH college or university attended, other than

Delgado Community College, to ensure graduation requirements are met. This must be done in addition to the official transcripts sent to the Registrar's office when you applied to the college.

Transcripts can be:

1. mailed directly to the Allied Health Admission Office at:  
615 City Park Ave. New Orleans, LA 70119

OR

2. Emailed from the sending institution to the Allied Health Admissions Office at:

[ahatranscripts@dcc.edu](mailto:ahatranscripts@dcc.edu)

NOTE: If your name, address, phone, or email address changes after you submit your MLT Program application you must notify the Allied Health Admissions Office.