



## Application to the CLS Internship Program requires Three (3) separate submissions:

- 1) SFSU **Graduate Admission** application
- 2) SFSU **CLS Internship** application
- 3) California **CLS trainee license** application

### FALL semester applications

**Deadline: December 1**

All students applying to the CLS program must complete the following steps:

- **Step One:** Apply to the **CLS Internship Program**. The CLS application is available at <http://chhsweb.sfsu.edu/cls/pdfs/APPLFORM11.pdf>. **To correctly complete the form**, you must answer all fields online, including entry of courses and grades which initiates an automatic GPA calculation. After completing the entire application, print and sign the application. Your submission is not accomplished until **all** of the following documents have been received by the CLS Internship Program. Files remain active in SFSU CLS department for 1 year from date on CLS program application form.
  - \_\_\_\_\_ **CLS Application form**. Send this directly to the CLS program.
  - \_\_\_\_\_ **3 letters of recommendation** from instructors or employers.  
(our *Letter of Recommendation* form is sufficient).
  - \_\_\_\_\_ **Application essay** on why you are interested in Clinical Laboratory Science  
(double-spaced, no longer than one page).
  - \_\_\_\_\_ **Unofficial transcripts** from all colleges attended.

In addition, students with a foreign baccalaureate degree:

- \_\_\_\_\_ Must have transcripts evaluated by AACRAO. AACRAO is the only accrediting agency approved by CA DHS Laboratory Field Services.  
(see Pre-requisite Checklist for address).
- \_\_\_\_\_ Request one set of original transcripts showing degree(s) earned from foreign universities to be sent to the SFSU Graduate Division.

For students whose native language is not English or as required for SFSU Graduate Division Admission:

- \_\_\_\_\_ Minimum TOEFL (Test of English as a Foreign Language) score of 550  
(or 213 for the computer-based test). See the SFSU Prospective Students, Admissions, International Students section for more information on TOEFL requirements.

- **Step Two:** Apply for SFSU **Graduate Admission** by following the steps below:

\_\_\_\_\_ **CSU Mentor** <[http://www.csumentor.edu/AdmissionApp/grad\\_apply.asp?](http://www.csumentor.edu/AdmissionApp/grad_apply.asp?)>, the online application system for all CSU campuses, will be open until **5:00 PM (PST), December 1, 2009**.

Scroll down the choices for major/program objective and select “**CERTIFICATE Only: Clinical Laboratory Science Internship (HHS)**”.

\_\_\_\_\_ Submit official, **sealed transcripts** for ALL college-level coursework to the Office of Graduate Admissions.

San Francisco State University will not evaluate your university application until official transcripts have been received for ALL college-level coursework (including foreign colleges/universities, community college, study abroad, etc.). Following the instructions below in submitting transcripts to SFSU will allow all transcripts to arrive in a timely fashion and avoid lengthy delays.

- Order transcripts from **all** colleges/universities you have attended – have them sent **DIRECTLY TO YOU** but **DO NOT** open them (all transcripts must be official and in sealed envelopes directly from the university).
- Submit your CSU Mentor application online **BEFORE** sending your transcripts to Graduate Admissions.
- Once you have submitted your CSU Mentor application online, put **ALL** of your **sealed transcripts** in a **SINGLE LARGE ENVELOPE** and send them to the following address:

Office of Graduate Admissions  
ATTN: Brian Gallagher  
San Francisco State University  
1600 Holloway Avenue  
San Francisco, CA 94132

All large envelopes containing transcripts **MUST BE POSTMARKED BY December 1, 2009**. Those postmarked after December 1 will not be processed.

- **Step Three:** Apply for a **CLS Trainee license** through **Laboratory Field Services (LFS)** for eligibility to train in California.

- You must submit an online application and fee for a Clinical Laboratory Trainee license <[https://secure.cps.ca.gov/cltreg/cls\\_trainee\\_info.asp](https://secure.cps.ca.gov/cltreg/cls_trainee_info.asp)>.
- College transcripts are to be sent directly to LFS. Baccalaureate degrees must be posted on the final transcripts submitted for LFS examiner review.
- Files remain active with LFS for 5 months – do not submit your application too early prior to degree posting.

- Once received, send a copy of the trainee license to the CLS Internship Program.
- Files will remain active in SFSU CLS department for 1 year from date on CLS program application form.
- The eligibility for, and award of a CLS trainee license (required for training in any California internship program), is determined by California Department of Public Health, Laboratory Field Services (LFS) branch. The SFSU CLS Internship program cannot allow participation in clinical training without an intern's possession of a California CLS Trainee license.

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### Guide to CLS application documents

	CLS program	Lab Field Services	SFSU Grad Division
CSU Mentor application			X
CLS application	X		
Trainee license application		X	
Letters of recommendation	X		
Personal essay	X		
Unofficial transcripts	X		
Official transcripts		X	X
AACRAO evaluation	X	X	
Foreign transcripts			X
TOEFL			X

	Send documents to:
<b>CLS application</b>	Program Director CLS Internship Program/PT/CHHS San Francisco State University – SCI 202 1600 Holloway Avenue San Francisco, CA 94132
<b>SFSU Graduate Division application</b>	Office of Graduate Admissions ATTN: Brian Gallagher San Francisco State University 1600 Holloway Avenue San Francisco, CA 94132
<b>Laboratory Field Services application</b>	Frank Barnes, Laboratory Field Services 850 Marina Bay Parkway – Bldg. P First Floor Richmond, CA 94804-6403