



School of Allied Medical Professions

2010 Admission Application Instructions

Who Should Use This Application

Current or former Ohio State students or transfer students who have (or will have) completed all prerequisite requirements for one of the AMP programs should use this application form.

This application is **NOT** appropriate for high school seniors, transfer students who have **not** completed program requirements, or those who have never attended any college/university. If you fit one of these categories and are uncertain of the appropriate application method, please email the Professional Admissions Office at professional@osu.edu.

When to Apply

All application materials should be submitted by the deadline listed in the box at the end of these instructions. Applications received past the priority deadline will be reviewed and considered if the class is not full or an opening occurs prior to the beginning of autumn quarter.

What Are the Admission Criteria

Admission criteria vary by program so applicants should consult the School of Allied Medical Professions (SAMP) website at <http://amp.osu.edu> or call the SAMP Student Affairs Office at (614) 292-1706. Admission criteria include specific course prerequisites, prior experience requirements, and in many cases, completion of all or most general education courses prior to starting coursework in the major. All programs require a minimum cumulative GPA of 2.50. The average GPA for autumn 2008 admission was 3.34.

What You Need to Complete the Application

All required parts of your application must be submitted online before you will be considered for admission.

A complete application consists of:

Application Form: Please accurately complete all questions on the online application. List all colleges/universities you have attended, even if only for one quarter/semester

Schedule of Current and Planned Courses: Please list all courses you are currently taking and those you plan to take prior to enrollment in your program and where you are taking them. If you are currently not attending any classes and do not plan to take any courses before starting your professional program, type "not-applicable" on this form. If you plan to transfer credit to meet program prerequisites, the Professional Admissions Office can advise you about appropriate courses.

Personal Statement: The personal statement is an opportunity for you to describe yourself and why you are applying to the desired program. Describe how a degree in this program fits into your future plans and career goals. Use evidence such as completed coursework, professional experiences or volunteer activities.

Experience Record: The experience record provides an opportunity for you to describe work, volunteer, or shadowing experiences in healthcare and medicine. If applicable, indicate location, date, number of hours devoted to each experience, and the persons under whom you work. Students applying to Radiologic Sciences and Therapy should write about a patient care experience and how this fits into their desire to enter that profession.

Application Fee: A nonrefundable \$40 application fee is required of all U.S. applicants, and a \$50 application fee is required of international applicants. **No application fee is required if you are currently or have ever been an enrolled undergraduate student at Ohio State.**

One Copy of Official Transcript: An official and complete transcript from each institution attended (**except OSU**) must be sent to the Professional Admissions Office. The Professional Admissions Office will obtain OSU transcripts for all current and previous OSU students. To be official, transcripts must be mailed directly from the issuing institution. If you complete any "in progress" courses during the application process, please submit an updated transcript as soon as it becomes available. Transcripts should be requested from other institutions attended when the application is submitted so the transcript can arrive at Ohio State within two weeks of application. Transcripts should be mailed to the following address: Professional Admissions Office, PO Box 182003, Columbus, Ohio 43218-2003.

Additional Information Specific to Each Program: Some programs offer a variety of options for specific populations of students. Refer to the "Additional Information Specific to Each Program" section for more information.

Applying to More Than One Program

You may apply to more than one SAMP Program for the same quarter of admission, but will need to submit separate applications for each program option. However, you may choose more than one concentration for each program option on the same application. If you have previously submitted an application, please use the same username and password to access the application (except Health Science). Once the first application is submitted, students should change the appropriate information and resubmit the application. Students will receive a confirmation of each application received. Please review the instructions carefully to determine your eligibility and deadlines.

Recalculation of Grade-Point Option

Applicants who have **discontinued** their college/university enrollment for a period of five years or more may request to have their cumulative grade-point average (GPA) recalculated for admission consideration. Upon approval, the SAMP Admissions Committee will base its GPA calculation **ONLY** on coursework taken after the point of reentry. Such students **must complete a minimum of 45 hours of graded credit between the point of recalculation and the program's priority application deadline.** Check the appropriate box on the application form to request GPA recalculation. Contact the SAMP Student Affairs Office if you have questions concerning recalculation of GPA.

Transfer Students

Check the following website for course equivalents for most Ohio public colleges/universities:

<http://osu.transfer.org/cas/index.jsp> . Email the Professional Admissions Office at professional@osu.edu with specific questions on transfer equivalencies.

English Proficiency Requirements

Success at Ohio State depends upon the student's ability to converse in, write, and understand English. To assure such competence, the university requires any applicant whose native language is not English to submit official TOEFL, MELAB, or IELTS scores. To be considered official, the scores must be sent directly from the testing agency to Ohio State. The test must have been taken within the last two years. Ohio State does not conditionally admit applicants who have not met the requirement for proof of English proficiency.

Applicants who are citizens of or who have received a bachelor's degree or higher in one of the following countries are exempt from the TOEFL, MELAB, or IELTS requirement: Australia, Belize, the British Caribbean and British West Indies, Canada (except Quebec), England, Guyana, Ireland, Liberia, New Zealand, Scotland, the United States, and Wales. No student will be considered for admission until proof of English proficiency is determined.

TOEFL (Test of English as a Foreign Language): Ohio State's minimum TOEFL score requirement is 527 paper-based, 197 computer-based, or 71 internet-based. For information about TOEFL, contact: TOEFL/TSE Services, PO Box 6151, Princeton, NJ 08541-6151; 609-771-7100; www.toefl.org. The OSU institution code is 1592.

MELAB (Michigan English Language Assessment Battery): Ohio State's minimum MELAB score requirement is 79. For information about MELAB, contact: English Language Institute, MELAB Office, TCF Building, Suite 350, University of Michigan, 401 E. Liberty, Ann Arbor, MI 48104-2298; 734-764-2416; www.lsa.umich.edu/eli/testing/melab .

IELTS (International English Language Testing System): Ohio State's minimum IELTS score requirement is 6.5. For information about IELTS, contact their website for the nearest testing center at www.ielts.org.

Financial Requirements for Student Visa

International applicants who are determined to be academically admissible will be reviewed for sufficient financial resources. If determined academically admissible, applicants will be emailed an Affidavit of Support form and required to submit financial documents in order to receive an I-20 Form (for F1 visa) or DS-2019 (for J1 visa).

Additional Information Specific to Each Program

Athletic Training – A minimum of 25 hours of observation with a licensed AT is required prior to application. This is accomplished in the ATH TRNG 303 course. Please access the Athletic Training website at www.amp.osu.edu/AT and click on “Future Students,” then on “Admission to the Major” prior to submitting an application.

Health Information Management & Systems (HIMS) – A visit with a health information administrator (usually the director of a medical record or health information management department) at a hospital of your choice is required. Please include visit information, including name of the person, phone number, and facility visited, in the experience section of the online application.

Early Admission Option – Students who have completed appropriate first-year courses and earned a competitive overall GPA may be considered for early admission to the program. Contact the HIMS office at 614-292-0567 for details.

Baccalaureate Completion for RHITs Option -- Individual programs of study will be designed for RHITs (Registered Health Information Technicians) wishing to complete a bachelor's degree and/or pursue credentials as an RHIA (Registered Health Information Administrator). It is strongly recommended that you set up a planning meeting with a faculty member prior to submitting your application.

Health Sciences – The Health Sciences Program offers two distinct areas of concentration: Health and Wellness and Health Management. The Health Management concentration is offered on both the Columbus and Lima campus. Students should submit a separate application for each of the Health Science concentrations only. If you need detailed information on these areas, check the website at <http://amp.osu.edu/hs/>. Please be sure you understand the differences between the HSP concentration in Health Management and the HIMS program mentioned previously.

Medical Dietetics – Medical Dietetics typically admits students who have completed at least 45 credit hours including the freshman-level prerequisite coursework (sophomore level). However, applicants who have completed appropriate second year courses (advanced prerequisites) may be offered admission to third year (junior level) professional courses on a space-available basis.

Coordinated Graduate Track Option – Students who have a baccalaureate degree in any major may apply for a three-year combined undergraduate/graduate program in Medical Dietetics culminating in the Master of Science in Allied Medical Professions degree. Students in the Coordinated Graduate Track will need to apply to OSU's Graduate School during their first year in the program, submit a GRE score, and be admitted for graduate study prior to starting the second professional year in the program. Graduate Track graduates are eligible to take the Registered Dietitian (RD) examination.

Medical Technology – Three professional coursework options are available to accommodate applicants with different professional goals:

Certification Track – includes all coursework, laboratories, and clinical experiences designed to prepare graduates for the national certifying examinations. This option is designed for students who want to become nationally registered Medical Laboratory Scientists (Medical Technologists) after graduation.

Medical Science Track – provides didactic coursework only and provides opportunities for students to incorporate prerequisites for graduate-level study. This option is designed for students who intend to pursue another program such as medical, pharmacy, veterinary medicine, or dental school immediately after graduation and do not seek certification as a Registered Medical Technologist.

MLT Articulation Track – allows certified medical laboratory technicians (MLTs) to become eligible for the Medical Laboratory Scientist (MLS) certification exam.

The ASCP – requires that articulation students be certified as an MLT, obtain a bachelors degree from an accredited institution, and have at least two years clinical laboratory experience in Blood Banking, Chemistry, Hematology, Microbiology, Immunology, and Clinical Microscopy within the last ten years. For more information on the ASCP certification, please refer to the following website: www.ascp.org/.

In addition, Medical Technology offers early admission options to qualified freshman and sophomore-level students. Contact the Medical Technology department at 614-292-7303 for complete information on these options.

Radiologic Sciences and Therapy – Three program options are available to students who wish to complete a baccalaureate degree in Radiologic Sciences and Therapy:

Traditional Program – course of study options include Radiography, Radiation Therapy, and Sonography, and includes all professional coursework and clinical experiences designed to prepare students to take the qualifying credentialing examinations.

- A minimum of 50 hours of documented patient contact in an imaging department is required for admission consideration. The Documentation of Applicant's Radiology Patient Contact Hours form may be downloaded at: <http://amp.osu.edu/rd/7811.cfm> and must be printed out, completed, and taken with you to each observation site for verification. Signed forms should be mailed directly to the Radiologic Sciences and Therapy Division at the address provided on the form.

Non-Traditional Program – for applicants who have completed a community college or hospital-based program and already hold an imaging credential. Applications can be submitted for autumn quarter. Students should set up a planning meeting with a faculty member prior to submitting an application.

Respiratory Therapy – Respiratory Therapy considers students for autumn quarter pre-professional, sophomore-level early admission who apply before the March 1 deadline and who will have completed at least 45 credit hours including the “prerequisites for admission.” If space is available, Respiratory Therapy considers students for autumn quarter professional, junior-level admission who apply before the December 31 deadline, who have completed the “prerequisites for admission,” and who have projected completion of all additional prerequisites needed to start the major. Prerequisites must be completed before beginning professional coursework. Prerequisites not completed at the time of application should be included in the Schedule of Current and Planned Courses section of the online application. See the Respiratory Therapy website at <http://amp.osu.edu/RT> for more information or email the Respiratory Therapy office at RT@amp.osu.edu for questions regarding applications and space availability.

Required Health Review (All SAMP Students)

Because of the nature of the clinical experiences required, **ALL** students admitted to Allied Medical Professions programs are required to submit the results of a health review prior to starting coursework in the major. This review will include verification of all required immunizations or proof of immunity. Students who accept offers of admission for autumn 2010 will be sent complete information and the appropriate forms prior to starting the program.

Criminal Background Check

Criminal background checks are required of all students. The Ohio State University Medical Center Office of Security provides the background check service.

Many states, institutions, and registration/licensure boards impose severe restrictions on hiring or credentialing medical personnel who have felony or misdemeanor convictions. While this may not affect your admission to your academic program, it could severely compromise your plans to work in the health profession of

your choice. If you have such a record, you must disclose it on the application and seek advice from the SAMP Student Affairs Office at 614-292-1706.

Student Services

Financial Aid – all students are encouraged to apply for aid even if their applications may be under review. Information on financial aid at Ohio State, including scholarships and loans, is available at www.sfa.osu.edu or by calling 614-292-0300 or toll free at 800-678-6440. The Free Application for Financial Aid (FAFSA) is available online at www.fafsa.ed.gov. Reapplication is required yearly; forms are available after January 1.

Housing – if you would like a University Residence Hall application or Family Housing application, check the appropriate box on the application form. If you would rather live off campus, contact the Off-Campus Student Services Office for a list of apartments, sublets or information on their roommate matching service. Check the website at <http://offcampus.osu.edu> or call (614) 292-0100.

Retention/Reapplication Information

Application materials are retained in the SAMP Student Affairs Office for one year. The application and all supporting documents become the property of Ohio State and may not be returned to the applicant, forwarded to another institution, or duplicated for any purpose. If you wish to reapply to next year's class, you must submit a new online application form by the deadline.

Valuing Diversity

The policy of The Ohio State University, both traditionally and currently, is that discrimination against any individual for reasons of race, color, national origin, religion, sex, sexual orientation, gender identity and/or expression, age, disability or Vietnam-era veteran or other veteran status is specifically prohibited. Accordingly, equal access to employment opportunities, admissions, educational programs, and all other university activities is extended to all persons. The university promotes equal opportunity through a positive and continuing affirmative action program that complements and supports the University's aspirations for diversity.

Mr. Larry Lewellen, Associate Vice President for Human Resources, is responsible for the coordination of matters relating to equal opportunity and affirmative action. The Associate Vice President can be reached at the Office of Human Resources, 1590 N. High Street, Suite 300, Columbus, Ohio 43210-1175, and (614) 292-4164. The University adheres to federal and state law prohibiting discrimination, including Title VII of the Civil Rights Act of 1964, as amended, Title IX, Section 504 of the Rehabilitation Act and O.R.C. Section 4112. United States Department of Defense regulations prohibit gay men, lesbians and bisexuals from serving in the armed forces, including Reserve Officers Training Corps. As a result of this prohibition, ROTC programs at Ohio State are inconsistent with University Policy Number 1.10. (Issued 10/1/73 and revised on 2/2/04).

Office for Disability Services

Applicants with any documented disability who may require special assistance are urged to contact the Office for Disability Services, 150 Pomerene Hall, 1760 Neil Avenue, Columbus, Ohio 43210-1297, Phone (614) 292-3307, Fax (614) 292-4190. This office coordinates academic support services and accommodations for individuals

who have special needs as a result of a permanent or temporary disability. Individuals eligible for services include, but are not limited to those with attention deficit disorder, mobility, hearing, visual, speech, psychiatric, or learning disabilities.

If you want more information about these support services and accommodations, please contact the Office for Disability Services: <http://www.ods.ohio-state.edu>. Your self-referral is the only indication of your interest and need of these services.

Application Checklist

School of Allied Medical Professions

Please use this checklist to ensure you have completed all necessary steps to apply to one of the School of Allied Medical Professions divisions. The following items are to be submitted to the **Professional Admissions Office**:

- Complete and submit the online application, including the schedule of current and planned courses, personal statement, experience record, and application fee, if required.

- Have one official and complete transcript of all course work sent directly from the institution, except OSU transcripts.

- Arrange to take the TOEFL, MELAB, or IELTS, if required, and have the score sent directly to Ohio State.

Radiologic Sciences and Therapy applicants must submit **DIRECTLY TO THE DIVISION** the completed Documentation Form(s) available at the following link: <http://amp.osu.edu/rd/7811.cfm> .

AMP Programs and Application Deadlines

Program	Deadline	Contact Information	
		Email	Phone
Athletic Training	March 1, 2010	Merrick.29@osu.edu	(614) 247-6231
Health Information Management and Systems <ul style="list-style-type: none"> • Traditional Program • Baccalaureate Completion Program (for RHITs) 	March 1, 2010 Contact Division	Brodnik.2@osu.edu	(614) 292-0567
Health Sciences - Health & Wellness	March 1, 2010	Wolf.4@osu.edu	(614) 292-0635
Health Sciences <ul style="list-style-type: none"> • Health Management (Columbus) • Health Management (Lima) 	March 1, 2010 Contact Division	Brodnik.2@osu.edu	(614) 292-0567
Medical Dietetics	March 1, 2010	Wolf.4@osu.edu	(614) 292-0635
Medical Technology <ul style="list-style-type: none"> • Certification Track • Medical Science Track <ul style="list-style-type: none"> • MLT Articulation Track 	March 1, 2010 June 15, 2010 (AU) September 15, 2009 (WI) December 15, 2009 (SP) March 15, 2010 (SU) June 15, 2010 (AU) September 15, 2009 (WI) December 15, 2009 (SP) March 15, 2010 (SU)	Mantini.4@osu.edu	(614) 292-7303
Radiologic Sciences and Therapy <ul style="list-style-type: none"> • Traditional Program (Radiography, Radiation Therapy, Sonography) • Non-Traditional Program (Imaging Professionals' B.S. Completion Program) 	January 31, 2010 June 1, 2010	Bruckner.1@osu.edu	(614) 292-0571
Respiratory Therapy <ul style="list-style-type: none"> • Sophomore Level • Junior Level 	March 1, 2010 December 31, 2009	Sergakis.3@osu.edu	(614) 292-8445
CONTACT INFORMATION			
Professional Admissions Office P.O. Box 182003 Columbus, OH 43218-2003 614-292-9444 professional@osu.edu www.professional.edu Location: Third Floor, Lincoln Tower 1800 Cannon Drive		School of Allied Medical Professions Student Affairs Office 127 Atwell Hall, 453 W. 10 th Avenue Columbus, OH 43210-1234 614-292-1706 sampstudentaffairs@osumc.edu www.amp.osu.edu	