

## **Delgado Community College Phlebotomy Technician Program**

### **APPLICATION COMPLETION CHECKLIST**

**MUST BE COMPLETE BY July 1 for Fall and December 1 for Spring**

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

1. Personal information including work and school history
2. Acknowledgement of Essential Functions
3. Uploading transcripts from EACH college or university attended, other than Delgado Community College.
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.)
5. Completing the personal narrative

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