

## **2019 VETERINARY TECHNOLOGY PROGRAM APPLICATION INTRUCTIONS**

Application Deadline: April 21<sup>st</sup>, 2019 at 11:59pm PDT

Our Veterinary Technology Application is now ONLY available online. Please make sure that you give yourself enough time to read through the instructions so that you can submit a complete application, by the deadline.

**Please follow the instructions below in order to submit your 2019 Veterinary Technology Application:**

### ***Before you apply***

1. Please visit the Veterinary Technology website and read the available information.

[Veterinary Technology Program Website](#) <-- click here

2. In order to apply to the Veterinary Technology Program, you must obtain a campus wide identification number or CWID. If you don't have a CWID, you may obtain one by submitting an application to Foothill College, at no cost to you. For more information on how to do this, please visit Foothill College's Registration Website:

[Foothill College's Registration Website](#) <-- click here

### ***Application Requirements***

3. Make sure you're ready and eligible to apply, by reviewing the program prerequisites, requirements to apply and the application worksheet.

[Program Prerequisites](#) <-- click here

For help calculating your cumulative college GPA, visit:

<https://foothill.edu/counseling/gpacalc.html>

Required Documents: Please obtain copies of the following documents, and be prepared to upload them and attach them to your application.

- Official Electronic Transcripts (e-transcripts) from ALL colleges attended, except for Foothill and De Anza Colleges.

Additional Documents: You are welcome to include the following documents, if they apply to you, or you would like to include them with your application.

- **Approved** petitions (required if applicable)
- Math Placement results
- Documentation of completion of CSU or IGETC General education
- Cover letter

## *Transcripts*

Due to the transition of our application system, if you are a previous applicant you must submit all new official electronic transcripts to Foothill College Admissions and Records.

Official Foothill College and/or De Anza College transcripts are not required. If you have prerequisite coursework completed from Foothill College or De Anza College you must enter the coursework where appropriate on the application. We can verify your successful completion of that coursework internally.

You should obtain your College Transcripts by requesting a copy from all the Colleges you've attended. Typically, registrar offices or registration departments at the corresponding college will assist you with this. Please note that unofficial copies will not be accepted and may automatically disqualify you. For the 2019 application, you must request that electronic transcripts or e-transcripts be sent to Foothill College Admissions and Records. If your school doesn't offer this option, please send them to:

Admissions and Records

**VT2019**

Foothill College

12345 El Monte Road,

Los Altos Hills, CA 94022

Remember that if you received an Associate's Degree from a California Community College and/or Bachelor's degree from a UC or CSU, completion of your General Education requirements will be waived.

You will have to submit an Equivalency Petition Form through our counseling department, if you have completed prerequisite coursework outside of Foothill College, and the course/s you have completed is/are not included in the Veterinary Technology Equivalency Form. If this is the case, please download the form, fill it out, include documentation supporting your petition, and make an appointment with a Foothill counselor.

[Veterinary Technology Equivalency Chart](#) <-- click

[Petition Form](#) <-- click here

[Foothill College Counseling](#) <-- click here

If you cannot obtain any of the required documents, please be prepared to provide a letter of explanation, which will be attached to your application.

Please see our 2019 Veterinary Technology Sample Application. This sample looks very similar to the actual application. As a result, you may use it as an example of the information you will be submitting when you apply. Feel free to fill it out!

[Veterinary Technology Program Website](#) <-- click here

### ***Scanning and Saving Required and Optional Documents***

4. Please save the required documents (listed above) to the computer you intend to use, when applying. We recommend that you put together a file with all of these documents, so that they can be easily accessed while you're completing your application. Please note that you will only be allowed one file attachment for each required section. As a result, your college transcripts, for example, must all be uploaded as one file. For assistance on how to scan documents into one file, combine multiple files into one file, save files into one folder, or other alternative options, please visit the Foothill College's ASFC Smart Shop:

[ASFC Smart Shop](#) <-- click here

### ***Begin your application***

When you are ready, begin your 2019 Veterinary Technology program application

here:

5. Log into [My Portal](#).
6. Click on the Students tab.
7. Find the *Apply to Allied Health Programs* Channel.
8. Find the Apply Here link.
9. Fill out and complete your 2019 Veterinary Technology Application. Your application progress will be saved until the deadline. You will receive an email after you've begun your application, to the email displayed on your application.

10. Attach all required/optional documents by clicking on the designated boxes. After you click, you will be asked to choose from your saved files to upload.


#### VETERINARY TECHNOLOGY APPLICATION CHECKLIST

✓	Please make a ✓ or <b>attach</b> the documents in the available box/es to insure you have completed everything in your application. <b>Note:</b> the documents you upload must be PDF files.
* <input type="checkbox"/>	I fully read the Veterinary Technology Online Application Instructions before applying. <b>(Required)</b>
* <input type="checkbox"/>	I accurately filled the Veterinary Technology Online Application. <b>(Required)</b>
* <input type="checkbox"/>	I am able to comply with the technical standards and I understand that failure to perform any of these standards may be cause for action by the program in accordance with the policies and procedures of the Veterinary Technology Student Handbook, including dismissal. <b>(Required)</b>
* <input type="checkbox"/>	I've ordered official electronic transcripts from all colleges and universities attended. The transcripts should be sent directly to Foothill College Admissions and Records. <b>(Required)</b>  <b>Note:</b> You don't have to order Foothill and De Anza college transcripts. If your college does not offer official electronic transcripts, please order official transcripts and have them mailed directly to Foothill College Admissions and Records.
<a href="#">Click to Attac...</a> <a href="#">Click to Attac...</a> <a href="#">Click to Attac...</a>	<b>Other:</b> Attach any other documents that may need to be considered with your application, such as: course petitions, reciprocity agreements, CSU/IGETC, or local non-transfer GE pattern completion, or any other documentation you want to include.

### Submit your application

11. When you are ready, submit your program application by signing it electronically.  
You will not be able to do this, until you have filled all of the required sections.  
No changes will be allowed after you've signed the application.  
Applicants may submit one Veterinary Technology application per year.  
Please make sure to review your application thoroughly, for accuracy. This is important because you cannot go back to make changes after you have signed the document.

My signature verifies the accuracy of my application:

 <small>Danilo Abad Jul 27, 2017</small>	Danilo Abad	Jul 27, 2017
Signature	Printed Name	Date

I agree to the [Terms of Use](#) and [Consumer Disclosure](#) of this document

[Click to Sign](#)

12. You will be receiving an email confirming that you've successfully submitted your application, along with a copy of it, for your records. The email will be sent to the email linked to your MyPortal account, and displayed on the first page of the application.

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If you have questions, please contact: Jenevieve Alvarez at: [alvarezjenevieve@fhda.edu](mailto:alvarezjenevieve@fhda.edu) or at (650) 949-7538