

RESPIRATORY THERAPY PROGRAM APPLICATION INSTRUCTIONS

Application Deadline: April 30 at 11:59pm PDT

Our Respiratory Therapy 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 to submit your Respiratory Therapy Application

Before you apply

1. Please visit the Respiratory Therapy website and read the available information.

[Respiratory Therapy Program Website](#) <-- click here

2. In order to apply to the Respiratory Therapy 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.

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

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

Transcripts

All transcripts are due by the application deadline, April 30th. Transcripts from Foothill and De Anza colleges do not need to be ordered. If you applied previously, and we received all your college transcripts, you do not need to submit new official electronic transcripts to Foothill College Admissions & Records unless you have completed new coursework.

For all new students or previous applicants with new coursework, request college transcripts from 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. **You must request that electronic transcripts or e-transcripts be sent to Foothill College Admissions and Records at: fhtranscripts@fhda.edu.** If your school doesn't offer this option, please mail official unsealed copies to:

Admissions and Records

RSPT Program

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. Waiver does not include prerequisites.

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 Respiratory Therapy Equivalency Form. If this is the case, please download the petition form, fill it out, include documentation supporting your petition, and make an appointment with a Foothill counselor. The counselor will determine whether or not your course meets equivalency.

[Respiratory Therapy Equivalency Chart](#) <-- click here

[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 Sample Respiratory Therapy 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!

[Respiratory Therapy Program Website](#) <-- click here

Scanning and Saving Required and Optional Documents

- 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

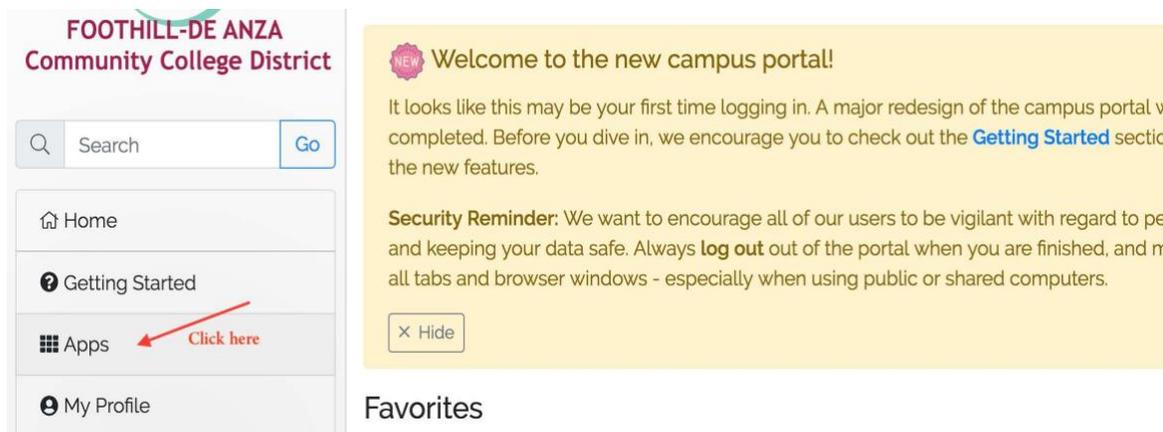
- When you are ready, begin your 2021 Respiratory Therapy program application here:

[MyPortal](#) <-- click here

- Log into [My Portal](#).

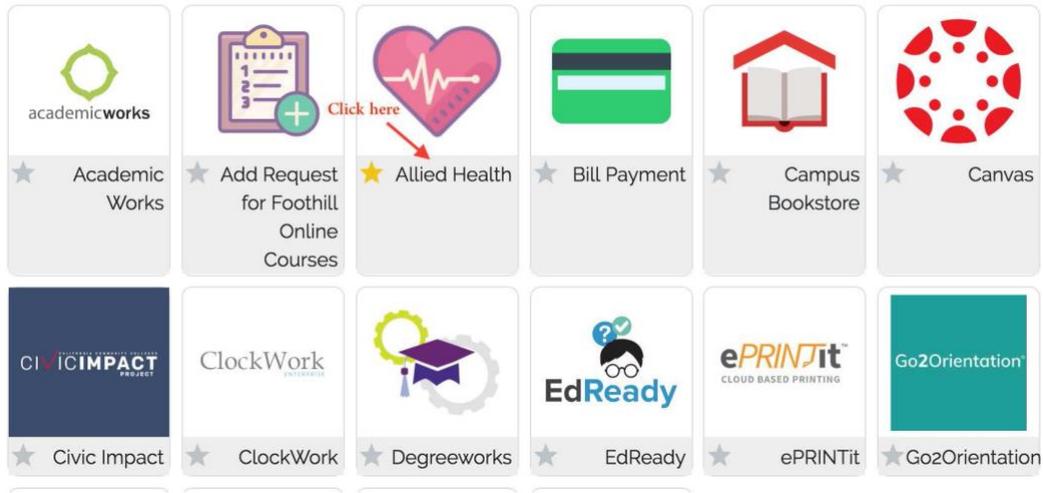


- Click on the **Students** tab.



8. Find the **Allied Health Programs** app.

^ Students



9. Find the **Apply Here** link.

Dental Hygiene AS to BSDH (Completion)
[I instructions](#) 11 [Apply I](#)

Radiologic Technology
[I instructions](#) 11 [Apply I](#)

Veterinary Technology
[I instructions](#) 11 [Apply I](#)

→ Respiratory Therapy
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Pharmacy Technology
[I instructions](#) 11 [Apply I](#)

Dental Assisting
[I instructions](#) 11 [Apply I](#)

Paramedic
[I instructions](#) 11 [Apply I](#)

10. Fill out and complete your Respiratory Therapy 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.

FOOTHILL COLLEGE RESPIRATORY THERAPY PROGRAM APPLICATION

NAME:
Last First Middle

Foothill Student CWID Number (required): _____

Please list any other name(s) by which you have been known:

Address City State Zip

Home Phone Cell Phone

11. 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.

RESPIRATORY THERAPY APPLICATION CHECKLIST

| | |
|---|--|
| ✓ | Please make a check or attach the documents in the available box/es to insure you have completed everything in your application. Note: the documents you upload must be PDF files. |
| * <input type="checkbox"/> | I fully read the Respiratory Therapy Online Application Instructions before applying. (Required) |
| * <input type="checkbox"/> | I accurately filled the Respiratory Therapy Online Application. (Required) |
| * <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 Respiratory Therapy Student Program, including dismissal. (Required) |
| * <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. (Required) Note: 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. |
| Click to Attac... Click to Attac... Click to Attac... | Other: 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

12. 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 Respiratory Therapy application per year. Please make sure to review your application thoroughly, for accuracy. This is very important.**

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](#)

13. You will be receiving an email, with an attached copy of your signed application, confirming that you've successfully submitted your application. The email will be sent to the email address linked to your MyPortal account. If you do not receive a confirming email within 24-hours, please log back into MyPortal to review and re-submit the application.

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If you have questions, please contact: FH Health Career Programs

HealthCareerPrograms@fhda.edu