

VETERINARY TECHNOLOGY PROGRAM APPLICATION INSTRUCTIONS

Application and Transcript Deadline: **APRIL 21** by 5:00pm PST

Our Veterinary Technology Application is now available online.

Please read through the instructions (items 1-13) so that you are able to submit a complete application by the deadline.

Order your transcripts early, as it may take up to a month for receipt of your documents.

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 (CWID). If you don't have a CWID, you may obtain one by applying to Foothill College, at no cost to you. For more information on how to do this, please visit Foothill College Registration Website:

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

Application Requirements

3. Make sure you're ready and eligible to apply by reviewing all of the program prerequisites and requirements. Be sure to review the sample application to get a thorough understanding of what to expect once you open up your official application. If you are unsure of your qualifications, please make a counseling appointment.

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

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

Required Documents: Please obtain the following documents.

Official Foothill College and/or De Anza College transcripts are not required. Request Official Electronic Transcripts (e-transcripts) from **ALL other** colleges attended that show completion of GE and Prerequisites. Enter all college coursework completed where appropriate on application.

Additional Documents: Please include the following required documents, if applicable:

- Documentation of completion of CSU or IGETC General education
- High school AP Math score of 3 or higher if applicable

Transcripts

Transcripts not received by the application deadline, April 21st, may result in disqualification.

Transcripts from Foothill and De Anza colleges do not need to be ordered. If you are a previous-year program applicant, and we received all your other college transcripts, you do not need to submit new official electronic transcripts to Foothill College Admissions and Records unless you have completed new coursework.

For new students or previous applicants with new coursework, request college transcripts that show completed GE and Prerequisite courses. 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 electronic option, **please send sealed official transcript hard copies to:**

**Admissions and Records
VT Program
Foothill College
12345 El Monte Road
Los Altos Hills, CA 94022**

Please note 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.**

If you have completed prerequisite coursework outside of Foothill College, and the coursework you have completed is **not** included in the FH Transfer Equivalency guide (below), you will need to petition through our counseling office. Please make an appointment with a Foothill College counselor. The counselor will process the petition to determine whether or not your course meets equivalency for substitution.

[FH College Transfer Equivalency Guide](#) <-- 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 Veterinary Technology Program Application**. This sample application is similar to the official application. As a result, you may use it as a tool to help you successfully complete application information you will be submitting when you apply. Please **click** the link below:

[Veterinary Technology Application Process](#) <-- click here

Scanning and Saving Required 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 three attachments. As a result, all documents must be uploaded as a maximum of three files. For assistance on how to scan documents into one file, combine multiple files into one file and 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 to enter your information to the Veterinary Technology program application, this is where you will locate it:

[My Portal](#) <-- click here

- Log into [My Portal](#).
- Click on the **Students** tab.
- Find the Allied Health App.
- Click the Apply link.
- Fill out and complete your Veterinary Technology Application. Your application progress will be saved until the deadline. You will receive an email after you've begun your application, that will be sent to the email displayed on your application.
- Attach all required documents by clicking on the designated boxes with a red asterisk *. After you click, you will be asked to choose from your saved files to upload.

VETERINARY TECHNOLOGY APPLICATION CHECKLIST

✓	Please make a ✓ 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 Veterinary Technology Online Application Instructions before applying. (Required)
<input type="checkbox"/>	I accurately filled the Veterinary Technology 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 Veterinary Technology Student Handbook, 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.

Submitting your application

12. When you are ready, submit your program application by signing it electronically. You will not be able to complete this until you have filled all of the required sections.

No changes will be permitted after you've signed the application.

Applicants may submit one Veterinary Technology application per year.

Please make sure to review your application thoroughly. Accuracy is vital.

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 confirming that you've successfully submitted your signed application.** The email will be sent to the email linked to your MyPortal account. If you do not receive an email confirmation of your successful application submission, please log back into My Portal to review and resubmit your *signed* application.

Program Application deadline: **April 21**, by **5:00pm PST**