John A. Burns School of Medicine
**Department of Medical Technology**

UNIVERSITY of HAWAI'I® MĀNOA

# B.S. in Medical Technology/Medical Laboratory Science
## INTERNAL APPLICATION (rev. 10/26)

*Thank you for your interest in the Bachelor of Science in Medical Technology (Medical Laboratory Science) Program, a program that is a part of the John A. Burns School of Medicine, University of Hawai'i Mānoa. Please read this entire document thoroughly.*

*The Department of Medical Technology prepares students to become competent, ethical, and compassionate medical laboratory scientists through rigorous academic coursework, hands-on laboratory experiences, and clinical training. Graduates are well prepared for national certification, state licensure, and careers in laboratory medicine.*

*Applicants must satisfy the minimum admission requirements outlined below; however, meeting the minimum requirements does not guarantee admission. Applicants are encouraged to achieve the strongest academic performance possible to strengthen their application.*

## ABOUT THE PROGRAM

The Bachelor of Science in Medical Technology (Medical Laboratory Science) Program prepares students for careers as medical laboratory scientists (MLS)-- healthcare professionals who perform laboratory testing that is essential for the prevention, diagnosis, treatment, and monitoring of disease. By producing accurate and reliable laboratory results, MLS play a vital role in patient care and public health.

The curriculum combines rigorous didactic instruction, hands-on laboratory experiences, and clinical training in areas including clinical chemistry, hematology, microbiology, parasitology, immunohematology, urinalysis & body fluids, phlebotomy, and laboratory management. Students also develop the professionalism, critical thinking, communication, and ethical decision-making skills expected of entry-level practitioners.

The academic portion of the program is designed to be completed in two years, followed by six months of full-time clinical training at an affiliated clinical laboratory. Upon successful completion of the program and clinical training, graduates are eligible to apply for the American Society for Clinical Pathology (ASCP) Board of Certification examination and pursue state licensure required for employment in Hawai'i.

1960 East-West Road, Biomed C206
Honolulu, HI 96822
Website: https://medtech.jabsom.hawaii.edu/

An Equal Opportunity Institution

The Medical Technology Program is academically rigorous and professionally demanding. Students are expected to demonstrate integrity, accountability, professionalism, and a commitment to excellence while meeting the academic and technical standards required of future medical laboratory scientists.

### Accreditation

The Bachelor of Science in Medical Technology (Medical Laboratory Science) Program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS). Graduates are eligible to pursue national certification and, in Hawai'i, state licensure.

## ADMISSION REQUIREMENTS

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### Academic Requirements

- Bachelor's degree from an accredited college or university **or** current enrollment at the University of Hawai'i at Mānoa as a Pre-Medical Technology student **or** graduate of the Medical Laboratory Technician (MLT) program at Kapiolani Community College
- Minimum cumulative and math/science **GPA of 2.5**
- Completion of prerequisite requirements with grade C or higher

### Prerequisite Requirements

- Applicants must complete the following prerequisite courses prior to admission. **(*) Starred prerequisite courses may be completed under probationary admission status.**
    - **General Chemistry I & II**: CHEM 161+161L, CHEM 162+162L
    - **Organic Chemistry I:** CHEM 272+272L
    - **General Biology I & II:** BIOL 171+171L, BIOL 172
    - **Cell & Molecular Biology:** BIOL 275
    - **Mathematics:** MATH 100 or higher
    - **English:** ENG 100 or higher
    - **(*)Medical Technology:** MEDT 151
    - **(*)Microbiology:** MICR 351+351L
- Note: if you are applying from a non-UH institution, course codes will be different. Please see below for information on Transfer Credit Evaluation (TCE) and email medtech@hawaii.edu with any questions.

### Essential Functions

Applicants must be able to perform the essential functions required of a medical laboratory science student, including the ability to:

- Manipulate laboratory equipment and specimens safely and accurately (e.g., pipetting, handling glassware, and preparing dilutions/reagents).

- Operate laboratory instruments according to established procedures (e.g., centrifuges, spectrophotometers, and automated analyzers).
- Perform microscopic examination of biological specimens and accurately identify and report findings (e.g. utilizing a microscope, identifying formed elements).
- Follow written and verbal instructions to perform laboratory procedures and accurately document and communicate results.

## APPLICATION SUBMISSION INSTRUCTIONS

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To be considered for admission, applicants must submit the following materials as a single email to medtech@hawaii.edu

- A completed **B.S. in Medical Technology Internal Application**
- **Resume or CV**
- A **professional cover letter** expressing your interest in the Medical Technology Program, your motivation for pursuing a career in medical laboratory science, and any experiences or qualifications you would like the Admissions Committee to consider.
- Current and Former UH students: Completed **Ground Checklist Form**
- KCC MLT Students Certification: Proof of ASCP MLT Certification
- Transfer students: **Unofficial transcripts** from all colleges and universities attended (required for applicants who completed coursework outside the University of Hawai'i system).
- Transfer students: please share your **application number** and confirm that you have submitted your **official transcripts** to the University of Hawai'i at Mānoa Office of Admissions.

Please ensure that all application materials are included in the same email as PDF attachments whenever possible. Incomplete applications or missing supporting documentation and submission of official documents may delay the admissions review process.

### Professionalism and Holistic Review

Admission decisions are based on holistic review of each applicant. In addition to academic preparation, applicants are evaluated on the professional qualities and interpersonal skills necessary to succeed in the Medical Technology Program and the medical laboratory science profession.

As part of the admission process, applicants may be invited to meet with the Program Director and/or program faculty to discuss their interest in the profession, educational goals, and readiness for the program. During this meeting, applicants may be evaluated on qualities such as professionalism, communication skills, maturity, integrity, reliability, motivation, and commitment to the profession.

Applicants are also expected to demonstrate professional behavior in all communications and interactions with the Department of Medical Technology.

## Information for Transfer Students (Non-UH Institutions)

Applicants who attended an institution(s) other than the University of Hawai'i **must submit official transcripts** from all colleges and universities to the University of Hawai'i at Mānoa of admissions for evaluation.

Applicants are responsible for completing a Transfer Credit Evaluation (TCE) through the Office of Admissions and paying the non-refundable $200 tuition deposit. The TCE determines how transfer coursework satisfies University and program prerequisite requirements. Because course titles and numbering may differ among institutions, applicants should use the equivalent courses identified through the TCE when completing this application and calculating the prerequisite math/science GPA.

Please note the Department of Medical Technology cannot finalize an applicant's prerequisite evaluation until transfer coursework has been officially evaluated by the Office of Admissions. Applicants are encouraged to complete the TCE process as early as possible to avoid delays in the admissions process.

## Clinical Affiliate Requirements

Students accepted into the Medical Technology Program must satisfy all University, program, and clinical affiliate requirements before participating in clinical training.

These requirements may include, but are not limited to:

- Professional liability insurance
- Required immunizations and health clearances
- Tuberculosis (TB) screening
- CPR/AED certification
- Criminal background check
- Drug Screening
- Additional site-specific onboarding requirements

Requirements vary by clinical affiliate and are subject to change. Students are responsible for completing all required documentation, clearances, and certifications by the deadlines established by the Department and their assigned clinical affiliate.

## APPLICATION CHECKLIST

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- ☐ Completed B.S. in MEDT **Internal Application**
- ☐ Completed **Ground Checklist** form (current and former UH students)
- ☐ Resume or CV
- ☐ Professional Cover Letter
- ☐ Proof of ASCP MLT Certification (KCC MLT applicants only)
- ☐ Unofficial transcripts (non-UH applicants)
- ☐ Transfer Credit Evaluation initiated and completed with UH admissions office (non-UH applicants)
- ☐ **Submit your application materials through the MEDT submission page linked here.**

### Application Review

Once all application materials have been received, the Department of Medical Technology will review your application for completeness and eligibility. Qualified applicants may be contacted to schedule a meeting with the Program Director as part of the holistic admissions review process.

Applicants will be notified of the admissions decision by email as soon as the review process is complete. If additional information is needed, the Department will contact you using the information provided in your application.

### Reapplying to the Program

Applicants who are not admitted are encouraged to reapply in a future admission cycle. We recognize that applicants may strengthen their qualifications over time through additional coursework, improved academic performance, healthcare or laboratory experience, and continued professional development.

We welcome the opportunity to discuss ways to enhance the competitiveness of future applications and encourage prospective applicants to contact the Department of Medical Technology for guidance prior to applying.

John A. Burns School of Medicine
**Department of Medical Technology**

UNIVERSITY of HAWAI'I® MĀNOA

# Internal Application to Major in Medical Technology Second Degree Route (rev. 10/26)

Last Name, First Name: _____

UH ID (if available): _____

Phone: _____ Email: _____

Mailing Address: _____

## Applicant Type

☐ Second degree ☐ KCC MLT ☐ PMT ☐ UH Undergrad (non-PMT)

## Previous Bachelor's Degree

School Name, Location: _____

Major: _____ ☐ BA ☐ BS

Graduation Date: _____ Cumulative GPA: _____

School Name, Location: _____

Major: _____ ☐ BA ☐ BS

Graduation Date: _____ Cumulative GPA: _____

## Other Degrees (if applicable)

School Name, Location: _____

Degree: _____

Graduation Date: _____ Cumulative GPA: _____

School Name, Location: _____

Degree: _____

Graduation Date: _____ Cumulative GPA: _____

## Math/Science GPA

1. Please calculate your GPA in your application. To do this:
   Multiply the grade points (from the grading scale below in blue) by the credit hours for each course to determine the total grade points for that course.
2. Add up all the total grade points.
3. Divide the sum of the total grade points by the total number of semester credits to determine your final GPA.

   Example Calculation:

   - Course 1: **A (4.0) × 3 credits** = 12.0 grade points
   - Course 2: **B+ (3.3) × 4 credits** = 13.2 grade points
   - Course 3: **C (2.0) × 3 credits** = 6.0 grade points
   - **Total Grade Points: 31.2**
   - **Total Credits: 10**
   - **Final GPA: 31.2 ÷ 10 = 3.12**

## Grading Scale

| | | | | |
|---|---|---|---|---|
| A+ = 4.0 | B+ = 3.3 | C+ = 2.3 | D+ = 1.3 | F - 0.0 |
| A = 4.0 | B = 3.0 | C = 2.0 | D = 1.0 | |
| A- = 3.7 | B- = 2.7 | C- = 1.7 | D- = 0.7 | |

| **Course** | **Grade** (4-point scale) | **x** | **Semester Credit** | **=** | **Grade Point** |
|---|---|---|---|---|---|
| CHEM 161 | | x | | = | |
| CHEM 161L | | x | | = | |
| CHEM 162 | | x | | = | |
| CHEM 162L | | x | | = | |
| CHEM 272 | | x | | = | |
| CHEM 272L | | x | | = | |
| BIOL 171 | | x | | = | |
| BIOL 171L | | x | | = | |
| BIOL 172 | | x | | = | |

| | | | | | |
|---|---|---|---|---|---|
| BIOL 275 | | x | | = | |
| MATH 100+ | | x | | = | |
| MEDT 151 (if taken) | | x | | = | |
| MICR 351 (if taken) | | x | | = | |
| MICR 351L (if taken) | | x | | = | |
| **Total Semester Credits** | | **Total Grade Points** | | | |

(Total Grade Point) ➗ (Total Semester Credit) **=** _____ (Math/Science GPA)

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By signing below, I certify that I have and understand the information provided in this application.

I acknowledge that I am able to perform the Essential Functions described in the Admissions Requirements and understand the academic, professional, and technical standards expected of students in the Medical Technology Program.

Through this route, I understand that successful completion of the academic curriculum and required clinical training is necessary to be eligible for national certification.

I understand that I am responsible for meeting all program and clinical affiliate requirements, including obtaining professional liability insurance and completing any required health clearances, immunizations, or other site-specific onboarding requirements.

I certify that all information submitted as part of my application is true, complete and accurate to the best of my knowledge. I understand that any misrepresentation, omission, or falsification of information may result in denial of admission or rescission of an offer of admission.

_____ _____

Applicant's Signature Date

***Please submit your application through the MEDT submission page linked here.***