**APPLICATION CHECKLIST**

The following requirements **MUST** be met before a student is eligible for acceptance into the Veterinary Technology Program. Application deadline is May 31st at 5 pm of each academic year. **Failure to complete any of these requirements prior to the application deadline disqualifies an individual from the current year’s application process.**

**REQUIRED PRIOR TO APPLYING TO THE VET TECH PROGRAM**

**\_\_\_\_\_\_\_\_\_** Apply to Lone Star College if you are not a current student. You can submit your

 application to [www.lonestar.edu/admissions](http://www.lonestar.edu/admissions) or call 281-351-3310 for more information. Current students must be in good standing.

\_\_\_\_\_\_\_\_\_ Submit all official transcripts from each college attended for evaluation. Keep in mind

 this process can take up to three weeks or longer. If you have graduated from high school but have not attended college, you will need to submit your high school

 transcript. **Your transcripts are submitted to Lone Star Admissions at the time of**

 **your initial application to become a Lone Star student.**

\_\_\_\_\_\_\_\_\_ Applicants to Lone Star College must be college ready in all sections based on results of

 assessment or through exemption. You can find more information at

 [www.lonestar.edu/placement-testing-info](http://www.lonestar.edu/placement-testing-info).

**PROGRAM SPECIFIC STEPS**

\_\_\_\_\_\_\_\_\_ Apply to the Veterinary Technology Program at <https://www.lonestar.edu/Tombalvettech.htm> where you will find a link to the portal,

 and upload all required documents.

\_\_\_\_\_\_\_\_ Attend one of the in-person information sessions and building tours. Dates for these tours will be posted on the Department’s webpage. Information sessions and tours start in September of each academic year.

\_\_\_\_\_\_\_\_\_ Must have a minimum of 80 hours supervised clinical experience under a licensed veterinarian or a licensed veterinary technician documented on the Veterinary Clinical Experience form. **HOURS MUST BE COMPLETED WITHIN** **ONE (1) YEAR of the application deadline** (ex: between May 1st, 2023, and May 1st, 2024) Students are free to choose any clinic/hospital they like employing an LVT to complete these hours. **It is imperative that you choose a clinic/hospital that employs an LVT as one letter of recommendation must come from an LVT. Letters signed by Practice Managers** **or employees other than LVT’s or DVM’s will not be accepted.**

\_\_\_\_\_\_\_\_\_ Must have Professional Evaluation Form filled out by the licensed veterinarian or

 licensed veterinary technician writing you letters of recommendation.

\_\_\_\_\_\_\_\_\_ Two (2) letters of professional recommendation from a licensed Veterinarian or Licensed Veterinary Technician. One letter must come from an LVT. These letters may be submitted directly to the Department email at TC-vettech@lonestar.edu from the evaluators’ work email or can be hand delivered by the applicant. However, if hand delivered, the letter must be on clinic or hospital letterhead and HAND SIGNED by the evaluator. The Letter must be placed in a sealed envelope and signed across the seal by the evaluator. Letters not received in the above formats will NOT be accepted. **The person writing your letter of recommendation will also need to fill out and submit with the letter of recommendation the form titled Professional Evaluation Rating Form.**

\_\_\_\_\_\_\_\_\_ Submit a one (1) to two (2) page essay, as a Word document, single spaced, Arial 11- point font, with 1-inch margins, explaining the differences between a Licensed Veterinary Technician, Certified Veterinary Assistant, and a Veterinary Assistant. Emphasis should be placed on educational and experience requirements, licensing, pay, and scope of practice. Essays that are not correct will NOT be accepted and will disqualify your application from consideration. Please place your name and LSC student ID on your essay.

\_\_\_\_\_\_\_\_\_ Veterinary Technology Advising Form completed by an LSC - Tomball Academic Advisor during a mandatory meeting with the Advisor. Please call-in advance to schedule an appointment with an advisor. You are encouraged to have this done early in the process. By waiting until the end of the application deadline, advisor availability may be limited.

 \_\_\_\_\_\_\_\_\_ Review, sign and upload the Veterinary Technology Program Technical Standards form. Please note if you are accepted you will need to have physical exam performed by a currently licensed medical doctor, nurse practitioner, or physician’s assistant verifying capability of technical standards.

\_\_\_\_\_\_\_\_\_ Review, sign and upload the Veterinary Technology Rabies Vaccination Policy

**This checklist does not need to be uploaded with your other documents. This is for your benefit as you work through the application process.**