

## TRINITY HEALTH RADIOLOGIC TECHNOLOGY PROGRAM

### THE APPLICATION PROCESS and CHECKLIST

The application deadline is January 1<sup>st</sup> for the subsequent class, with a start date of mid-June. Application forms are available online at [www.trinityhealth.org/radiology\\_school](http://www.trinityhealth.org/radiology_school) or by contacting program officials at:

**RETURN APPLICATION DOCUMENTS TO:**  
**Trinity Health Radiologic Technology Program**  
**PO Box 5020**  
**Minot, ND 58702-5020**  
701-857-2316 (phone) / 701-857-3494 (fax)  
[michelle.bratton@trinityhealth.org](mailto:michelle.bratton@trinityhealth.org)

### APPLICANT CHECKLIST

**APPLICANT MUST return/mail the following items by the deadline to be considered for admission:**

- The completed **Application** Form
- Signed Technical **Specifications** Form (see link on website or request from program official)
- Signed **Codes of Ethics and Honor** Form (see link on website or request from program official)
- Non-refundable **application fee** of \$35.00
- 3 sealed Reference Forms** (see link on website or request from program official)
- Official college transcripts
- High school transcript**

Instructions on how to apply to the program (for more detail on the admission process, see the Policy Manual link)

1. Return by email/fax/mail to the address above:
  - a. The completed and signed **Application** Form,
  - b. The signed **Technical Specifications** Form, and
  - c. The signed **Codes of Ethics and Honor** Form;
2. The non-refundable **application fee** for \$35.00 (check or money order);
3. **Applicant themselves must return 3 Reference Forms** (found under the Application Forms link or request from program official) carefully following these instructions (which also appear on the application form):
  - a. References should not be *relatives*, but someone who knows you well and can give honest information about you. One should be an *employment* reference, a second should be an *academic* reference and a third should be a *personal* reference.
  - b. Review the Applicant's Option to Waive on the Reference Form and determine whether to sign the waiver before giving the reference forms to your chosen references.
  - c. Give the Reference Form to your reference, asking them to complete it, seal it in an envelope with their signature across the seal and return to you.
  - d. **Applicants must mail the references directly to the address above.** *Your application will not be considered complete if all 3 References are not returned as set forth.*
4. **Applicants must order official college transcripts, pick them up and mail them to the address above.** *Your application will not be considered complete if your official transcripts are not returned as set forth.* If you have coursework that is not complete prior to the application deadline, please request the latest transcript along with your note detailing the coursework you are completing.
5. **Applicants must request official high school transcripts**, which can be mailed to the address above.