

*Harris County Hospital District  
School of Diagnostic Medical Imaging*

## Application Instructions and Check List

### *Instructions:*

1. Fill out application
  - A. Make sure to include \$25 application fee
  - B. Make sure to include essay
  - C. Make sure application is dated and signed
2. Have two letters of recommendation completed by someone who can evaluate academic or employment performance.
  - A. Letter of recommendation form is included in packet.
  - B. You may copy this form.
  - C. Letter of recommendations may be submitted with application or mailed by recommending person.
3. Submit official transcripts
  - A. Transcripts should include graduation from:
    - Two year healthcare related program *OR*
    - Bachelors degree
  - B. A 2.5 GPA must be documented at least one time on college transcripts
  - C. Sealed official transcripts can be sent with application or mailed directly from institution.
  - D. Foreign transcripts must be evaluated by appropriate agency before being submitted.
  - E. You may copy transcript request form.
4. All required documentation must be submitted by June, 19 2009

Please send application and all required documents to:

Harris County Hospital District  
School of Diagnostic Medical Imaging  
Program in Diagnostic Medical Sonography  
9250 Kirby Houston, Texas 77054

*Application Check List:*

- Completed application with essay
- \$25 application fee
- Two letters of recommendation
- Official college transcripts

Direct all questions to:

Ms. Faye Vance: (713) 634-1550

or by email: **Faye\_Vance@hchd.tmc.edu**