



Application to the CLS Internship Program requires Three (3) separate submissions:

- 1) SFSU **CLS Internship** application
- 2) SFSU **Graduate Admission** application
- 3) California **CLS trainee license** application
(*mailing addresses at end of instructions*)

SPRING semester applications Deadline: July 1st
FALL semester applications Deadline: November 1st

Applicant files are held for one year.

Applicants are limited to a total of three (3) applications to the Program.

Step One: Apply to the CLS Internship Program.

- **Procedure**
 1. The CLS application is available on the “How to Apply” page on the website.
 2. Once completed, click on the **File** tab at the top left side of the page and select “**Save As**” **PDF (follow the file labeling instructions at the top of the application form)**.
 3. Use an online GPA calculator to determine the last GPA of the most recent 60 units.
 4. Submit the form as a pdf attachment to sfsucls@sfsu.edu.
- Your submission is not complete until **ALL** of the following documents have been received by the CLS Internship Program. **See *deadline dates above***.

_____ **CLS Application form.** Submit online to sfsucls@sfsu.edu

_____ **3 letters of recommendation** from instructors **or** employers.

- Use our **CLS Recommendation form** on the “How to Apply” page.
- Recommendations from instructors of online courses will not be considered.
- Letters must be signed by the applicant and the recommender, and be mailed to the CLS program.

NOTE: We do not accept faxed or emailed letters of recommendation.

_____ **CLS prerequisite courses form** on the “How to Apply” page.

_____ **Official transcripts**

- Must show completed prerequisite courses.
- Must show a posted and dated bachelor’s degree.

- If a trainee license has been issued, include a copy of that license with the application.
- Incomplete applications will not be reviewed by the faculty.
- Files remain active in SFSU CLS department for 1 year from the deadline date on CLS program application form.

Applicants with a foreign baccalaureate degree:

_____ **SHOULD NOT** apply to the CLS Internship Program until Laboratory Field Services (LFS) has reviewed your transcripts. LFS will either send you a trainee license or a form letter listing the prerequisite courses that must be completed. The LFS application link is entitled “Clinical Laboratory Scientist Trainee License” available at: <https://healthappportal.cdph.ca.gov/ospfld/perl>

_____ All non-U.S. transcripts must be evaluated by "Current Members" of the National Association of Credential Evaluation Services (NACES), and "Endorsed Members" of the Association of International Credential Evaluators, Inc. (AICE). This allows LFS to determine if your education is equivalent to a U.S. college or university education. The evaluation service will send an evaluation of your educational institution and academic courses directly to LFS. To obtain an application, instructions, and information, visit their websites at <http://www.naces.org/members.html> or <http://aice-eval.org/members/>.

If you are an applicant whose education and training/experience is from a non-U.S. school, college, university, or clinical laboratory, please make sure that your name is printed in English on all your transcripts and supporting documents and that it matches your name on the application.

_____ Applicants with foreign transcripts **should NOT** apply to the CLS Internship Program until a CLS Trainee License has been issued. If a form letter from Laboratory Field Services (LFS) is received stating what courses are still necessary to complete, then applicant **MUST** complete all missing courses **BEFORE** applying to the CLS program. Include a copy of the **CLS Trainee license** or the **LFS form letter**.

_____ Request one set of original transcripts that show the degree(s) earned from foreign universities to be sent to the SFSU Graduate Division.

For an applicant whose native language is not English or as required for SFSU Graduate Division Admission:

_____ Minimum TOEFL (Test of English as a Foreign Language) score of 550 (paper), 213 (computer-based), or 80 (Internet). The TOEFL must be taken within the last 2 years of the application date.

Step Two: Apply for SFSU **Graduate Admission** by following the steps below:

_____ **Grad Division** <https://www2.calstate.edu/apply>
SPRING APPLICATIONS: will be open from **August 1 - August 7, through 5:00 PM** for SFSU CLS Internship Program applicants.
FALL APPLICATIONS: will be open from **December 1 - December 7, through 5:00 PM** for SFSU CLS Internship Program applicants.

Scroll down the choices for major/program objective and select **“CERTIFICATE Only: Clinical Laboratory Science Internship (HHS or HSS)”**.

_____ Submit official, **sealed transcripts** for **ALL** college-level coursework to the Office of Graduate Admissions. Must include transcripts with a B.S. or B.A. degree & date posted.

The SFSU Graduate Division **will not** evaluate your university application until official transcripts have been received for **ALL** college-level coursework (including foreign colleges/universities, community college, study abroad, etc.) by the deadline date listed above. E-transcripts are NOT accepted at this time.

All transcripts MUST BE RECEIVED by the Graduate Division by:

SPRING: August 7th

FALL: November 7th

NO EXCEPTIONS WILL BE MADE TO THE DEADLINE DATE

Step Three: Apply for a **CLS Trainee license** through **Laboratory Field Services (LFS)** for eligibility to train in California.

You **must submit an online application and fee** for a Clinical Laboratory Trainee license

The LFS application link is entitled "Clinical Laboratory Scientist Trainee License,

Available: <https://healthappportal.cdph.ca.gov/osphld/per/>

Guide to CLS application documents

	CLS program	Lab Field Services	SFSU Grad Division
Grad Div application			X
CLS application	X		
Trainee license application		X	
Letters of recommendation	X		
Personal essay	X		
Official transcripts	X B.S. degree & required CLS classes	X B.S. degree & required CLS classes	X ALL transcripts
NACES evaluation	X	X	
Foreign transcripts			X
TOEFL (taken within last 2 years)			X

	Send documents to:
CLS application	Program Director CLS Internship Program/PT/CHHS San Francisco State University – SCI 202 1600 Holloway Avenue San Francisco, CA 94132
SFSU Graduate Division application	Graduate Admissions San Francisco State University 1600 Holloway Avenue, ADM 250 San Francisco, CA 94132
Laboratory Field Services application	California Department of Public Health Laboratory Field Services (LFS) Attn: Personnel Licensing Section 850 Marina Bay Parkway Bldg P, 1 st Floor Richmond, CA 94804-6403