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

FALL semester applications: **Deadline: January 7, 2015**

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.

- **New procedure:** Open the CLS Application form using Adobe Acrobat.
  1. The CLS application is available on the “How to Apply” page on the website.
  2. Click on the File tab at the top left side of the page and select “Save As” PDF.
  3. Save the form as APPLFORM_F14_Last name_First Name.
  4. Use an online GPA calculator to determine the last GPA of the most recent 60 units.
  5. Submit the form as an attachment to sfsucls@sfsu.edu.

- Your submission is not complete until ALL of the following documents have been received by the CLS Internship Program by January 7, 2015.
  
  _____ CLS Application form. Submit online to sfsucls@sfsu.edu
  _____ 3 letters of recommendation from instructors or employers.
    o Use our CLS Recommendation form on the “How to Apply” page. New form!
    o Letters must be signed by the applicant and the recommender, and be mailed to the CLS program.
    o **We are no longer accepting faxed or emailed letters of recommendation.**
  _____ CLS prerequisite courses form on the “How to Apply” page.
  _____ Official transcripts of all completed prerequisite courses. **New!**

- 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 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:

https://secure.cps.ca.gov/cltreg/cls_trainee_info.asp
Must have transcripts evaluated by AACRAO. AACRAO is the only accrediting agency approved by CA DHS Laboratory Field Services. (see “CLS Prerequisite Checklist” or “Applicants with Foreign Transcripts” on the home page for AACRAO address).

**MAY APPLY** to the program when **ALL** the prerequisite courses have been completed. Include a copy of the **CLS Trainee license** or the **LFS form letter**. Also include AACRAO transcripts and **official** transcripts of all completed prerequisite courses, if applicable.

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

For students 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:

**CSU Mentor** <http://www.csumentor.edu/AdmissionApp/grad_apply.asp?>, the online application system for all CSU campuses, will be open from **October 1, 2014 through January 7, 2015**, through 5:00 PM (PST),

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.

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 January 7, 2015.

- Order transcripts from **all** colleges/universities you have attended – have them sent **DIRECTLY TO YOU** but **DO NOT** open them (all transcripts must be official and in sealed envelopes directly from the university).
- The Graduate Division does not accept e-transcripts.

- Submit your CSU Mentor application online **BEFORE** sending your transcripts to Graduate Admissions.

- Once you have submitted your CSU Mentor application online, put **ALL** of your **sealed transcripts** into a **SINGLE LARGE ENVELOPE** and send them to the following address:
  
  Graduate Admissions  
  San Francisco State University  
  1600 Holloway Avenue, ADM 250  
  San Francisco, CA  94132

**All envelopes containing transcripts MUST BE RECEIVED by the Graduate Division by January 7, 2015, otherwise they will not be evaluated.**
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 [https://secure.cps.ca.gov/cltreg/cls_trainee_info.asp](https://secure.cps.ca.gov/cltreg/cls_trainee_info.asp).

- College transcripts are to be sent directly to LFS. Baccalaureate degrees must be posted on the final transcripts submitted for LFS examiner review. **You do not need to send ALL college transcripts to LFS.** Besides transcripts showing a B.S. degree, you are only required to send transcripts with CLS prerequisite classes.

- Files remain active with LFS for 5 months – do not submit your application too early prior to degree posting.

- The eligibility for, and award of a CLS trainee license (required for training in any California internship program), is determined by California Department of Public Health, Laboratory Field Services (LFS) branch. The SFSU CLS Internship program cannot allow participation in clinical training without an intern’s possession of a California CLS Trainee license.

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**Guide to CLS application documents**

<table>
<thead>
<tr>
<th>Document Type</th>
<th>CLS program</th>
<th>Lab Field Services</th>
<th>SFSU Grad Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU Mentor application</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>CLS application</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trainee license application</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Letters of recommendation</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal essay</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Official transcripts</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.S. degree &amp; required CLS classes</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AACRAO evaluation</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign transcripts</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>TOEFL (taken within last 2 years)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Send documents to:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CLS application</strong></td>
<td>Program Director</td>
<td>CLS Internship Program/PT/CHHS</td>
<td>San Francisco State University – SCI 202 1600 Holloway Avenue San Francisco, CA 94132</td>
</tr>
<tr>
<td><strong>SFSU Graduate Division application</strong></td>
<td>Graduate Admissions</td>
<td>San Francisco State University</td>
<td>1600 Holloway Avenue, ADM 250 San Francisco, CA 94132</td>
</tr>
<tr>
<td><strong>Laboratory Field Services application</strong></td>
<td>Laboratory Field Services, Personnel Licensing</td>
<td>850 Marina Bay Parkway – Bldg. P  First Floor Richmond, CA 94804-6403</td>
<td></td>
</tr>
</tbody>
</table>