

**Steps for coming to the MLS Clinical Year at  
Andrews University  
(For *Guest Students* from affiliated schools)**

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- **1.** Read your letter of acceptance completely, then fill out and return the *Acknowledgement Form*.
- **2.** Upon receipt of your form, we will send you notification that we have reserved a place for you in the MLS Class.
- **3.** Apply to Andrews University as a Guest Student. Visit <https://www.andrews.edu/undergrad/apply/guest-student.html>
- **4.** If you are an international student on an I-20 visa, let the International Student Services Officer at your school know of your plans so they can inform the U.S. Government.
- **5.** Get a letter from the Records office at your school stating that you have finished all requirements except for the Clinical Year classes you will be taking at Andrews. Mail the letter to the MLS Department at Andrews or bring it with you.
- **6.** Bring proof of health insurance. If you do not have insurance, you may purchase it through Andrews. We are not able to register you for classes until this proof of health insurance is provided.
- **7.** Make plans to come a few days before classes begin. Check with housing directly to make sure they know when you are coming and that your apartment/room is ready.
- **8.** If you need transportation from the airport or bus depot, call/email the Transportation Department at least 5 days before your arrival to make arrangements. There is a fee for this service. (Tel: 269-471-3519 or E-mail: [trans@andrews.edu](mailto:trans@andrews.edu))
- **9.** Welcome to Andrews! Your registration begins in the MLS Department. Come to the Science Complex, Halenz Hall room 218 and we will help you register.

*Questions?*

*Call the Medical Laboratory Sciences (MLS) Department  
at 269-471-3336 or email [mls@andrews.edu](mailto:mls@andrews.edu)*

*Revised: 4/18/2018*