

**Steps for coming to the MLS Clinical Year at
Andrews University
(For *Transfer or Post-Bac Students*)**

- 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 and complete the Transfer/Adult application. Visit <https://www.andrews.edu/undergrad/apply/transfer/application/>
- 4.** Send in your application to the dormitory along with deposit. Send in your immunization form.
- 5.** If you are an international student on an I-20 visa, please contact the Office of International Student Services & Programs at <https://www.andrews.edu/services/iss/contact/>
- 6.** Submit a final official transcript either to the MLS Department Office or directly to undergraduate admissions.
- 7.** 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.
- 8.** 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.
- 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

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