

APPLICATION PROCEDURE

1. Complete your application form and submit with your \$25 application fee payable to the Arnot School of Radiology. Cash will not be accepted.
2. With your application, submit your letter of intent answering the questions on the back of the application.
3. Submit an official copy of your high school transcript.
4. If applicable, submit an official copy of your GED including scores plus an official high school transcript.
5. Submit an official copy of college transcripts for any colleges you have ever attended.
6. Assure that all references have been submitted. Two references are required to be completed on the Arnot Ogden School of Radiologic Technology form. A guidance counselor, teacher or employer should complete these forms. The use of family members is not allowed.
7. The deadline for receipt of your application including your two reference forms and all transcripts is February 28th.
8. All applicants are required to present themselves for a personal interview with the Admissions Committee. You will be contacted, if you meet the minimum requirements for admission into the program, to schedule an interview.
9. It is strongly recommended that applicants schedule a shadowing experience with the school by calling Ms. Laura Reed, Clinical Instructor at (607) 737-4317 or lreed@arnothealth.org. Shadowing needs to be completed before the application process is initiated.
10. Mail your completed application, letter of intent and your check or money order to:

Director
School of Radiologic Technology
Arnot Ogden Medical Center
600 Roe Ave.
Elmira, NY 14905-1676

APPLICATION

Return forms promptly to: Director, School of Radiologic Technology, along with a \$25 application fee.

NAME	<hr/> <div style="display: flex; justify-content: space-between;"> <i>Last</i> <i>First</i> <i>Middle</i> <i>Soc. Security No.</i> </div>															
LEGAL ADDRESS	<hr/> <p><i>Number and Street</i></p> <hr/> <div style="display: flex; justify-content: space-between;"> <i>City</i> <i>State</i> <i>Zip Code</i> <i>County</i> </div> <p>If your mailing address is different, give mailing address below:</p> <hr/> <div style="display: flex; justify-content: space-between;"> <i>Number and Street</i> <i>City</i> <i>State</i> <i>Zip Code</i> </div>															
PERSONAL INFORMATION	<p>Phone Number _____ Cell Phone Number _____</p> <p>E-Mail Address _____</p> <p>If you have education records under a different name, give former name:</p> <hr/> <p>Current high school students – please provide the following:</p> <p>Full name of father/guardian: _____</p> <p>Address if different from yours: _____</p> <hr/> <p>Have you ever been convicted of a misdemeanor or felony? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, please explain</p> <hr/> <p><i>The previous conviction of a misdemeanor or felony does not automatically disqualify an applicant acceptance in to the program. However, it could affect an individual's right to be a certified licensed Radiologic Technologist. This should be discussed with the Director regarding the procedure to be followed to assure certification.</i></p>															
SECONDARY EDUCATION	<p>List all high schools or secondary schools attended.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Name of School</u></th> <th style="text-align: left;"><u>City and State</u></th> <th style="text-align: left;"><u>Diploma Received</u></th> <th style="text-align: left;"><u>Dates</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	<u>Name of School</u>	<u>City and State</u>	<u>Diploma Received</u>	<u>Dates</u>											
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Are you a U.S. citizen? Yes No

Have you ever attended a Radiologic Technology program? Yes No

If yes, provide school name and year attended _____

Have you previously applied for admission to this school? _____ Date _____

EMPLOYMENT

Employer's Name and Address: Employed from/to and reason for leaving.

REFERENCES: Give the names and addresses of two persons who can give information about you, **a teacher, counselor, or employer.** The use of family members is not allowed.

Name _____ Position or Title _____

Address _____
(Number and Street) (City) (State) (Zip Code)

Name _____ Position or Title _____

Address _____
(Number and Street) (City) (State) (Zip Code)

RESUME/ESSAY: Submit a resume and a typewritten / double spaced essay which includes:

- 1) Your work experience and activities for the past 3 to 5 years.
- 2) Accomplishments that have given you the greatest satisfaction.
- 3) Reasons and research you have done for selecting radiologic technology as a career.
- 4) Reasons for desiring entrance into this school of radiologic technology.
- 5) Your plans for the future.

DATE AND SIGNATURE:

I hereby certify, that to the best of my knowledge, the information submitted in this application is complete and correct. I further understand that falsification of the information provided will result in cancellation of this application and dismissal from the program.

SIGNATURE

DATE

YOUR NEXT STEP: Mail this application, \$25 application fee, resume and essay directly to the Arnot Ogden Medical Center, School of Radiologic Technology. Request a transcript of high school and college grades be sent to Arnot Ogden School of Radiologic Technology. Two references completed on the Arnot Ogden School of Radiologic Technology form are also required. We will contact you regarding an interview appointment after all records have been received.

Do not write below this line

Person to be notified in case of emergency:

Name _____ Relationship _____

Address _____
(Number and Street) (City) (State) (Zip Code)

Home Telephone No. _____ Business Telephone No. _____

The School of Radiologic Technology does not discriminate on the basis of sex, race, national ethnic origin, age, religion, sexual preference, or handicapping conditions. If you have any questions concerning the above policy, please contact the Director, School of Radiologic Technology.

School of Radiologic Technology

This form should be completed by a guidance counselor, teacher or employer. The use of family a member is not allowed.

REFERENCE FORM #1

RECORDS ACCESS WAIVER

Unless this section is signed and dated by the candidate, the candidate has the right to review this letter of recommendation.

Date
Signature

Directions to APPLICANT:

Please fill in your name. While it is not required, you may wish to execute the waiver of your right to review this evaluation. Whether you do or do not, this evaluation of you will remain confidential and will be restricted to only members of the Program's Admissions Committee.

Applicant's Name: _____

Your Name: _____ Date: _____

Length of time you have known the applicant: _____

Capacity in which you know the applicant: _____

Are you in any way related to the applicant Yes No

How do you feel this applicant would relate to working with ill patients? Explain:

How do you rate the applicant's ability to do college level work? Explain:

What do you consider to be the candidate's perceived weaknesses? _____

What do you consider to be the applicant's perceived strengths? _____

	Outstanding Top 10%	Good Next Highest 15%	Average Middle 25%	Below Average Lowest 50%	Not Observed
Motivation					
Sense of Responsibility					
Compassion					
Integrity					
Maturity					
Attention to Small Detail					
Cooperation					
Adaptability					
Oral Communication					
Written Communication					
Interpersonal Skills					
Reaction to Criticism					

Please comment on any Excellent or Below Average Rating given above:

General Comments regarding the applicant that you feel would be helpful to the Admissions Committee:

Please accept sincere thanks from the Arnot Ogden Medical Center School of Radiologic Technology for your willingness in responding to this reference.

Please return this form as soon as possible to:
Director
School of Radiologic Technology
Arnot Ogden Medical Center
600 Roe Avenue
Elmira, New York 14905-1676

Dr. Earl D. Smith
School of Radiologic Technology

This form should be completed by a guidance counselor, teacher or employer. The use of family a member is not allowed.

REFERENCE FORM #2

RECORDS ACCESS WAIVER	
Unless this section is signed and dated by the candidate, the candidate has the right to review this letter of recommendation.	
_____	_____
Date	Signature

Directions to APPLICANT:

Please fill in your name. While it is not required, you may wish to execute the waiver of your right to review this evaluation. Whether you do or do not, this evaluation of you will remain confidential and will be restricted to only members of the Program's Admissions Committee.

Applicant's Name: _____

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School of Radiologic Technology

To: High School Guidance Office and/or College Registrar's Office

From: Student's Name and Address:

Date of Birth: _____

Date of Graduation or Attendance: _____

Maiden Name or Name if Different when in attendance

I hereby authorize you to send a current transcript, listing subjects I am currently enrolled in as well as all courses completed.

Mail to : Director
School of Radiologic Technology
Arnot Ogden Medical Center
600 Roe Avenue
Elmira, New York 14905-1676

Please send transcript with attached form.

Signature

Date