

## NOVA Veterinary Technology Program Admissions Checklist

The application process will be completed online and will open March 1<sup>st</sup> and close June 1<sup>st</sup>. Once final grades from your spring courses are posted, you should wait 2-3 business days to apply so that your grades will import properly during the application process.

**Instructions:** Please read the [Apply to the Program](#) section on the Veterinary Technology website for more information on submission guidelines. Check off the left column as items are completed.

Incomplete applications will not be considered.

	Student 18 years of age or older <b>at the time of application.</b>
	Minimum cumulative college level GPA of 2.0 or higher.
	Complete the following with a grade of “C” or higher: <ul style="list-style-type: none"> <li>• SDV101 Orientation to Veterinary Technology or SDV elective</li> <li>• ENG111 College Composition I</li> <li>• CHM101 Introductory Chemistry or CHM111 General Chemistry (preferred)</li> <li>• MTH133 Mathematics for Health Professionals</li> <li>• VET111 Anatomy and Physiology of Domestic Animals</li> </ul>
	Grades for above courses posted in the Student Information System (SIS).
	Upload all unofficial college transcripts during the application process.
	If applicable, send sealed official documents for Advanced Placement (AP), International Baccalaureate (IB), or College Level Examination Program (CLEP) original test scores to <a href="#">Student Services</a> . <a href="https://www.nvcc.edu/prior-learning/cpl-manual.html">https://www.nvcc.edu/prior-learning/cpl-manual.html</a>
	If not completed when first applying to NOVA, submit a request for Evaluation of Transcript (Form 125-049E) which must be completed online at <a href="https://dashboard.nvcc.edu/Default.aspx">https://dashboard.nvcc.edu/Default.aspx</a> for transfer credit purposes.
	Upload current resume during the application process (max. 2 pages)
	One Professional Reference from an LVT, DVM or Practice Manager mailed to:  Dr. Kiana Adkisson-Selby, Program Head 21200 Campus Dr. LA Building, LA159 Sterling, VA 20164
	Upload letter of intent during the application process (max. 2 pages)  <b>Letter of intent for new applicants (Full-time On-Campus Program):</b> Describe your background including academia, work experience, life skills, and your interest in becoming a professional Licensed Veterinary Technician.  <b>Letter of intent for re-applicants (Full-time On-Campus Program):</b> We want the students in our Program to maintain a vested interest in their own academic success. Please write an essay explaining why you withdrew from the Veterinary Technology Program and be sure to include the date of withdrawal. If you left the Program for academic reasons, describe what you have done or plan to do to ensure success if you are accepted back into the Program. How have you changed during your time away from the Program? What in your life has changed that will allow you to be successful this

	<p>time? Have you set any personal goals that will help you achieve success in your academic career at NOVA? Describe why you feel that you are ready to return to the Veterinary Technology Program at this time. Please include any other pertinent details.</p> <p>Work Requirements:</p> <p>All veterinary technology program students are required to work in the field and have a veterinarian as a mentor at the time of their application.</p> <p>Full-Time Program: Requires students to work in the field an average of 10 hours per week or 150 hours per semester.</p> <p>Part-Time Program: Requires students to work in the field an average of 20 hours per week or 300 hours per semester.</p> <p>Download and complete the Clinical Affiliation Agreement, Clinical Task List, and Equipment Check List forms listed below. Completed documents will need to be uploaded into the application.</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Clinical Affiliation Agreement</a></li> <li>▪ <a href="#">Clinical Task List</a></li> <li>▪ <a href="#">Equipment Check List</a></li> </ul>
	<p>All bulleted statements will be read and signed by the applicant during the application process.</p> <p>I understand the following:</p> <ul style="list-style-type: none"> <li>• The Program’s “Clinical Task List” is a requirement of the American Veterinary Medical Association (AVMA) and must be completed in order to graduate.</li> <li>• The Clinical Task List will be provided to me at the beginning of each Vet Tech class; the required skills must be completed to pass the class.</li> <li>• If I am unable to complete a required task for any reason, I will notify the faculty member teaching the course as soon as possible.</li> <li>• It is my responsibility to ensure I have completed all the required tasks in each Vet Tech course.</li> </ul>
	<p>All bulleted statements will be read and signed by the applicant during the application process.</p> <p>I acknowledge, by submitting this application package to the NOVA Veterinary Technology Program, that if accepted, I will be required to:</p> <ul style="list-style-type: none"> <li>• Obtain a complete set of Rabies vaccinations or provide proof of current Rabies titer</li> <li>• Complete the Technical Standards/Essential Functions form</li> <li>• Attend the mandatory Veterinary Technology New Student Orientation (NSO) session at the Loudoun Campus prior to attending Fall semester VET-prefixed classes, held the first Monday in August</li> <li>• Prepare for projected Program Costs, including rabies vaccination series (\$1000+ in total)</li> <li>• Uphold student conduct and the integrity of NOVA and the Veterinary Technology Program. If found in violation, it is at the discretion of the Veterinary Technology Program to remove me from the program and deny reentry.</li> </ul> <p>Read and sign: <a href="https://www.nvcc.edu/students/handbook/conduct.html">https://www.nvcc.edu/students/handbook/conduct.html</a></p>