# NOVA Veterinary Technology Program Admissions Checklist 2025

The application process will be completed online and will open April 15th and close May 19th. Please read the Application Requirements section on the Veterinary Technology website for more information on submission guidelines. **Incomplete applications will not be considered**.

**Before applying to the Vet Tech Program**:

- ☐ Make sure you are at least 18 years of age or older at the time of application.

- ☐ Have your prior coursework officially evaluated by NOVA.
    - o Send official documents (i.e., transcripts, Advanced Placement (AP), International Baccalaureate (IB), or College Level Examination Program (CLEP) original test scores) to the College Records Office.
    - o Submit a Transfer Credit Evaluation Request (Form 125-049E).

- ☐ Verify that your Student Information System (SIS) shows the following:
    - o A minimum cumulative college level GPA of 2.0 or higher.
    - o Completion of the following courses with a grade of "C" or higher:
        - ▪ SDV101 Orientation to Veterinary Technology or SDV elective
        - ▪ ENG111 College Composition I
        - ▪ CHM101 Introductory Chemistry or CHM111 General Chemistry
        - ▪ MTH133 Mathematics for Health Professionals
        - ▪ VET111 Anatomy and Physiology of Domestic Animals

- ☐ Secure employment at a veterinary clinic and have a DVM or LVT mentor.
    - o Read through the Vet Tech Mentor/Student Resource Packet with your mentor(s).

**To apply, submit the following materials through the Veterinary Technology Program online application**:

- ☐ Upload a letter of intent (single-spaced, 12-pt font, max. 2 pages)
    - o New applicants
        - ▪ Describe how your personal background and experiences (including coursework, work history, life skills, etc.) have led to your interest in becoming a professional Licensed Veterinary Technician.
    - o Reapplicants
        - ▪ Write an essay explaining why you believe that you are ready to return to the Program, including the following:
            - • The date and reason(s) you withdrew
            - • How you and/or your circumstances have changed
            - • Specific actions you have taken to ensure success moving forward.
            - • Any personal goals that will help you achieve success in your academic career at NOVA

- ☐ Upload a current resume (max. 2 pages)

- ☐ Upload the following forms completed by your mentor:
    - o Clinical Externship Affiliation Agreement
    - o Mentor/Student Acknowledgement Form

- ☐ Upload all unofficial college transcripts.

**I acknowledge, by submitting this application package to the NOVA Veterinary Technology Program, that if accepted, I will be required to**:

- ☐ Obtain a complete set of rabies vaccinations or provide proof of current rabies titer
- ☐ Prepare for projected program costs, including tuition, parking, books, etc.
- ☐ Attend the mandatory Veterinary Technology New Student Orientation (NSO) session at the Loudoun Campus (typically held the first Monday in August)
- ☐ Adhere to the program's expectations and policies outlined in the Veterinary Technology Student Handbook
- ☐ Maintain employment at a veterinary clinic with a veterinarian and/or LVT mentor for the duration of the program
  - o Full-Time Program: Requires students to work in the field an average of 10 hours per week or 150 hours per semester.
  - o Part-Time Program: Requires students to work in the field an average of 20 hours per week or 300 hours per semester.
- ☐ Achieve a "C" or higher in all VET coursework while upholding the integrity of NOVA and the Veterinary Technology Program to remain enrolled in the Program
- ☐ Complete the skills listed on the program's "Essential Skills Reference List" (located in the Vet Tech Mentor/Student Resource Packet) which are required by the American Veterinary Medical Association (AVMA) to graduate
- ☐ Attend any mandatory in-person activities associated with each semester's courses, which could include:
  - o Labs
  - o Field trips
  - o Patient clinical care rotation shifts
  - o Program events (i.e., the Fall Networking Event and the Spring Open House)