

## **Prospective Surgical Technologist Student Applicant Submission Checklist**

### **Submission Format:**

When the application window opens, prospective students will gain access to the Prospective Student Application form.

-Prospective students will need their **RTC Student email address** to complete this document.

Documents to upload into Prospective Student Application form:

1. Proof of High School Diploma or Equivalent:  
Submit a copy of your high school diploma or equivalent qualification, such as a GED certificate.  
If you are a running start student, please upload a Microsoft Document stating, "I am a running start student."
2. Proof of Successful Completion of BIOL&105 (Unofficial Transcript):  
Provide an unofficial transcript or grade report demonstrating successful completion of BIOL&105 or an equivalent biology course.  
\*If you are currently enrolled in your pre-requisite course, please provide proof of enrollment.
3. Receipt of Order of Official Transcript (if applicable): If you are required to provide an official transcript from a previous educational institution, include a receipt confirming that you have ordered the transcript.

*Please ensure that all documents are legible and accurately represent the required information.*

**Incomplete applications will not be considered.**