



# Application Process

A program application (*separate from the admission application to the College*) must be submitted **no later than August 1st for Fall cohort admission**. Cohorts begin in the fall semester. To request an application, students must:

- Ensure *ALL college transcripts* be on file in Records and Registration
- Students electing specialization in the Health Information Technology (HIT) program must first meet previously noted St. Philip's College admission requirements
- Students must also meet the HIT Program admission requirements
- Submit an email to the **Program Director** upon completion of all admission requirements and request the HIT Program application. Email must include student Banner ID which is obtained through completion of AlamoEnroll or being currently active as an Alamo Colleges student.

Program Director and/or faculty will review the academic file and respond to the student with information regarding the curriculum and other processes as well as the application if the above listed requirements are met.

Student will submit the completed application form and all other items listed to comprise the Application Packet to the Health Sciences Department:

Attn: Health Information Technology Program via Certified mail postmarked no later than **August 1st for Fall** cohort admission.

St. Philips College  
Health Information Technology Program  
1801 Martin Luther King Drive, CHP 130F  
San Antonio, Texas 78203

## Form must contain:

- Banner ID
- Social Security #
- student@alamo.edu email
- current mailing address and phone number
- list of **all colleges attended**
- verify all transcripts are on file in Records and Registration
- detailed signed resume with emphasis on health information technology related employment as applicable to include email
- one-page essay why you chose health information technology
- incomplete **applications will not be reviewed**