

**Application Checklist
Dental Assisting**

Items to be completed before to applying to a Health Science program:

- Review the [program webpage](#) for program information and the [program brochure](#) for prerequisite requirements and selection criteria.
- Complete the sample application to prepare for the online application (see page 3 within this document).
- Attend a [Health Science Workshop](#) (This is optional, but strongly recommended).
- Speak with a Health Science Counselor for any questions or concerns regarding application (This is optional).
- [Apply to Cypress College](#) as a general student and obtain a myGateway Student ID #. Example @01234567. It can take up to five business days. Applying to a Health Science program is a separate application.
- Review the [myGateway instructions](#) on the Cypress College website.

Once a myGateway Student ID # has been provided, log into the [myGateway account](#) to do the next two items:

- Be prepared to provide a PDF copy of one of the following items required to apply to the Dental Assisting program:** an unofficial High School transcript, a PDF copy of High School diploma, or a PDF copy of an unofficial college transcript with a college degree posted on the transcript. **For applicants still completing High School, a copy of the High School diploma must be provided not later than June of the year applying to the Dental Assisting program.**
- Dental Assisting applicants have the option to send official transcripts to Cypress College Admission and Records.** Admission and Records will not accept transcripts opened prior to submission, PDF documents sent from a student, or unofficial transcripts.
 - To digitally send a transcript** (directly from school to school) -
Use incomingtranscripts@cypresscollege.edu or choose Cypress College (if the option is provided during the ordering process)
 - To mail official transcripts to Cypress College use this address -**
Cypress College
Admission and Records - Transcripts
9200 Valley View St.
Cypress, CA 90630

Items to be completed during Health Science program application:

- Log into the online [Health Science Application](#) using myGateway credentials** (8-digit student I.D., also called a “banner I.D.”, and an accompanying password).
- Fill in the Health Science online application for the program applying for. Only one application is allowed per application period.** It is the applicant’s responsibility to fill in the application fully and correctly.
- Be prepared to upload PDF documents if needed.** Possible items: unofficial transcript showing a college degree has been awarded, unofficial High School transcripts, or a copy of High School diploma.
- Once completed, click the submit button.** A confirmation email will be sent containing the application number and further instructions.
- Follow the instructions within the confirmation email to complete the application process.** The transcripts listed on the confirmation email do not reflect the current status of the Admission and Records transcript office.
- Failure to provide a complete application will result in an ineligible application.
Exception - For applicants still completing High School, a copy of the High School diploma must be provided no later than June of the year applying to the Dental Assisting program. A copy of the High school document should be mailed to healthscience@cypresscollege.edu.
- An applicant’s account will be locked once an application is submitted online. Updates or changes can be completed during the program’s next application period.

Notification Letter

- The Health Science Applications Office will contact all applicants with a **notification letter no later than May 1 for fall consideration**. Please do not contact the college for a status update before to the notification letter date unless instructed to do so by the Health Science staff or faculty.
- Ineligible applications** - It is the applicant’s responsibility to inquire about the reason their application was ineligible and correct any errors during the next application period.
- If an applicant would like to discuss the application once applicants have received the notification letter, please contact a Health Science Counselor during business hours: [Health Science Express Counseling- Cranium Café Lobby](#), or call (714) 484-7015 for appointment (if available) or Counselor hours of availability for virtual ‘walk-ins’.

Sample DA Application

Eligibility to apply (all must be Yes):

Y N

Will be 18 years of age at the time of program completion?

High School graduation or passing of the General Education Development (GED) or high school proficiency test by the start of the program.
OR an Associate degree or higher from a regionally accredited college/university?

List High School name on application. If using a college degree, list college on application and provide unofficial transcript with degree posted on transcript.
List full college name on application. DO NOT list districts or abbreviations
