

RADIOLOGIC TECHNOLOGY PROGRAM

APPLICATION INSTRUCTIONS

⚠ APPLICATION DEADLINE

March 1 at 11:59 p.m. PST

Give yourself enough time to read these instructions, gather your documents, and submit a complete application before the deadline.

Before You Apply

Please complete the following steps before opening the application.

1. Review the Radiologic Technology Program information.

[Radiologic Technology Program Website](#)

2. Obtain a Campus-Wide Identification Number (CWID). A CWID is required to apply to the Radiologic Technology Program. If you do not have one, you may obtain one by submitting an application to Foothill College at no cost.

[Foothill College Admissions and Records Website](#)

Application Requirements

Before applying, review the program prerequisites and requirements to make sure you are ready and eligible to apply. Also review the sample application so you know what to expect when you open the official application.

[Program Prerequisites](#)

✓ START EARLY

Your application may require transcripts, petitions, placement results, or other supporting documents. Some items have deadlines earlier than the March 1 application deadline.

Required Documents

Please obtain the documents that apply to you before completing your application.

Official College Transcripts

- Official electronic transcripts (e-transcripts) from ALL colleges attended.
- If you completed prerequisite coursework at Foothill College or De Anza College, enter the coursework where appropriate on the application. Foothill can verify successful completion internally.
- Official Foothill College and/or De Anza College transcripts are not required.

Additional Documents — If Applicable

- RT200L approved petition (see the prerequisites for this exception).
- Documentation of completion of CSU or IGETC General Education.
- Math Placement Test result.

Transcript Instructions

⚠ TRANSCRIPT DEADLINE

All required transcripts are due by the application deadline: March 1.
Transcripts from Foothill College and De Anza College do not need to be ordered.

If you applied previously and Foothill received all of your college transcripts, you do not need to submit new official electronic transcripts unless you have completed new coursework.

For new students or previous applicants with new coursework, request official transcripts from the colleges you have attended. Registrar or registration offices at the corresponding colleges can typically assist you.

⚠ IMPORTANT: UNOFFICIAL TRANSCRIPTS ARE NOT ACCEPTED

Unofficial copies will not be accepted and may automatically disqualify you.
Request that electronic transcripts (e-transcripts) be sent to Foothill College Admissions and Records at:

fhtranscripts@fhda.edu

If your school does not offer electronic transcripts, mail official unsealed transcripts to:

Admissions and Records
RT Program
Foothill College
12345 El Monte Road
Los Altos Hills, CA 94022

Equivalency, Degrees, and Petitions

If you received an Associate's Degree from a California Community College and/or a Bachelor's degree from a UC or CSU, completion of your General Education requirements will be waived. This waiver does not include prerequisites.

If you completed prerequisite coursework outside of Foothill College and the coursework is not included in the RT Equivalency or Foothill Transfer Equivalency guides, you will need to submit a Petition Form for equivalency through the Foothill College Counseling Division. A counselor will determine whether your course meets equivalency.

RT200L Petition Deadline

⚠ DECEMBER 1 AT NOON

The deadline to petition for RT200L is December 1 by noon.

No RT200L petitions will be considered after December 1 at noon.

For RT200L questions and to request the RT200L Petition Form, contact Rachelle Campbell:

campbellrachel@fhda.edu

If you've taken or plan to take courses at another college, check the **Equivalency Guide** to see which courses will meet the program requirements.

[Radiologic Technology Equivalency Chart](#)

Not sure which courses to take or whether a course you've already completed meets the program requirements? Make an appointment with a counselor to discuss your eligibility.

[Foothill College Counseling](#)

ⓘ IF YOU CANNOT OBTAIN A REQUIRED DOCUMENT

Attach a letter of explanation to your application.

Review the Sample Application

Use the sample Radiologic Technology Program Application as a tool while completing your application. Follow the application-process link below and select item #3.

[Radiologic Technology Application Process](#)

Prepare Your Files Before You Apply

Save all required documents to the computer you plan to use when completing the application. We recommend creating one folder containing all of your documents so they are easy to access.

⚠ MAXIMUM OF 3 ATTACHMENTS

You will be allowed only three attachments in the application.

All required documents must therefore be uploaded as a maximum of three files.

For help scanning documents, combining multiple files into one file, saving files into one folder, or other alternatives, visit the ASFC Welcome Center.

[ASFC Welcome Center](#)

Application Checklist

Use this checklist to prepare before you submit. Items marked “if applicable” are required only when they apply to your circumstances.

✓	Item	Notes
☐	Reviewed the Radiologic Technology Program information.	Before applying
☐	Obtained a Foothill College CWID.	Required
☐	Reviewed program prerequisites and requirements.	Confirm eligibility
☐	Reviewed the sample application.	Recommended before starting
☐	Requested official electronic transcripts from all colleges attended, when required.	Foothill/De Anza transcripts not required
☐	RT200L approved petition.	If applicable
☐	CSU or IGETC General Education completion documentation.	If applicable
☐	Math Placement Test result.	If applicable
☐	Letter of explanation for any required document I cannot obtain.	If applicable
☐	Saved all required documents to the computer I will use.	Before starting
☐	Combined documents so I will upload no more than 3 files.	Maximum 3 attachments
☐	Know how to access the application through MyPortal.	MyPortal → Students → Allied Health App → Apply

Begin Your Application

[My Portal](#)

- 1. Log in to My Portal.**
- 2. Click the Students tab.**
- 3. Find the Allied Health App.**
- 4. Click the Apply link.**
- 5. Complete the Radiologic Technology Application.** Your application progress will be saved until the deadline. After you begin the application, you will receive an email at the email address displayed on your application.
- 6. Attach all required documents.** Click the designated boxes marked with a red asterisk (*). You will then be asked to choose from your saved files to upload.

Submitting Your Application

⚠ REVIEW BEFORE YOU SIGN

When you are ready to submit, electronically sign your program application.
You cannot complete the submission until all required sections are filled out.
No changes will be permitted after you sign the application.

Applicants may submit one Radiologic Technology application per year. Review your application thoroughly before signing. Accuracy is vital.

After You Submit

You will receive an email with an attached copy of your signed application confirming that you submitted it successfully. The email will be sent to the email address linked to your MyPortal account.

i NO CONFIRMATION EMAIL?

If you do not receive a confirmation email within 24 hours, log back into My Portal to review your application and make sure it was submitted.

Final Submission Check

- ☐ I completed all required application sections.
- ☐ I uploaded all required documents, with no more than 3 attachments.
- ☐ I reviewed my information for accuracy.
- ☐ I electronically signed the application.
- ☐ I received the confirmation email with my signed application attached.

⚠ FINAL DEADLINE

Program Application deadline: March 1 at 11:59 p.m. PST

Helpful Resources

[Radiologic Technology Program Website](#)

[Program Prerequisites](#)

[Radiologic Technology Application Process](#)

[Foothill College Counseling](#)

[ASFC Welcome Center](#)

[My Portal](#)