

**Application for Admission: Radiation Therapy Certificate Program**  
**The University of North Carolina Hospitals**  
**Department of Radiation Oncology**

**Information and Instructions**

1. Use this application only for admission to the UNC Hospitals Radiation Therapy Certificate Program.
2. Your application will not be processed until *all* official transcripts have been received by the Program Director from each college/university attended.
3. Your application – including SAT scores or equivalent (if available), relevant work experience, all college transcripts and three letters of reference – **must be submitted *in its entirety* by the deadline date of January 1 of each year, for planned enrollment July of that year.**
4. Applicants whose first language is not English must submit official TOEFL scores. Minimum scores of 550 (paper-based) or 213 (computer-based) are required for admission consideration, but do not ensure acceptance.
5. If contacted, interviews are required for admission into the program. *Being granted an interview does not guarantee admission however.*
6. Current CPR certification is required prior to enrollment. Computer literacy is also expected.

Return the application and all other documentation to:

Matthew Hawkins, MHA, BA, RT(R)(T), CMD  
Program Director  
Certificate Program in Radiation Therapy  
Department of Radiation Oncology  
University of North Carolina Hospitals  
101 Manning Drive  
Chapel Hill, NC 27514  
USA

**Application for Admission**

1. Applying to enter in July of calendar year: \_\_\_\_\_

2. Name:

Last: \_\_\_\_\_

First: \_\_\_\_\_

Middle: \_\_\_\_\_

Prefix/Suffix: \_\_\_\_\_

3. Telephone Number: \_\_\_\_\_

4. E-Mail Address: \_\_\_\_\_

5. Permanent Mailing Address:

\_\_\_\_\_  
Street Address, Line 1

\_\_\_\_\_  
Street Address, Line 2

\_\_\_\_\_  
City State Zip Code

6. Current Mailing Address (if different from above):

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Street Address, Line 1

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Street Address, Line 2

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City

State

Zip Code

7. References

Please list the name, address and title of at least three persons who are familiar with your academic and/or professional competence, and who you have already asked to submit a letter of recommendation on your behalf using the enclosed forms. Additional references are permitted.

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**Reference #1:** First MI Last Title

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Street Address, Line 1

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Street Address, Line 2

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City

State

Zip Code

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Phone Number

E-Mail Address

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**Reference #2:** First MI Last Title

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Street Address, Line 1

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Street Address, Line 2

---

City

State

Zip Code

---

Phone Number

E-Mail Address

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**Reference #3:** First MI Last Title

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Street Address, Line 1

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Street Address, Line 2

---

City

State

Zip Code

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Phone Number

E-Mail Address



8. In the space below list all high schools, their locations and applicable dates, beginning with the first school attended. (If multiple schools, please indicate the one from which you ultimately received your high school diploma.)

9. On the following page and using the table provided, please list ALL post-secondary schools attended in chronological order. Remember that an OFFICIAL transcript from each school is also required. Begin with the first school attended.

10. The next page contains another table to be used to list ALL work and professional experience, if applicable. Please list in chronological order.





11. Please submit a short essay describing your reasons for wanting to join the UNC Hospitals Radiation Therapy Certificate Program. The narrative should discuss career goals, leadership positions and previous healthcare experience, as well as any relevant community service. Feel free to mention any additional work or significant life experiences that relate to motivation, qualifications, or academic record.

12. I certify that the information submitted herein is true and correct to the best of my knowledge.

I understand that willfully withholding information or making false statements in this application may be used as the basis for denial of admission or for dismissal.

Yes       No

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

The University of North Carolina Hospitals  
Department of Radiation Oncology  
Radiation Therapy Certificate Program

For Academic Year Beginning: July, 20\_\_\_\_\_

**Letter of Recommendation Form**

Applicant's Name:

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Last

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First

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Middle

Please have the form on the following pages filled out by three or more professional references of your choice, following the guidelines in the application.

In accordance with the provision of the Family Educational Rights and Privacy Act of 1974, P.L.- 390 (as amended), with specific reference to Section 438 (a) (1) (B) and subtitle A sections 99.7, 99.11, and 99.12:

*I understand that federal legislation provides me with a right of access to this recommendation after I matriculate; while this right is typically waived, no school or person can require me to do so. Note however that professional references can refuse to write letters of recommendation unless you waive this right.*

I  DO  DO NOT waive my right of access to this recommendation.

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Applicant's Signature

Date

To the Recommender:

The individual named on the previous page has applied to the University of North Carolina Hospitals Certificate Program in Radiation Therapy.

We are seeking any and all information that will aid us in the selection of motivated, capable and professional students for our program. It is important that such students be able to complete both their didactic and clinical components successfully in a short and intensive one year program, taught roughly at the level of a third or fourth year baccalaureate student. The applicant should also possess the standards of ethics and professionalism necessary to become a member of a seasoned healthcare team.

The applicant has selected you as an individual who can provide such valuable insights. We would appreciate your candid evaluation of the applicant's qualifications.

If the applicant has waived his or her right of access (see previous page), your recommendation will remain confidential. If however, the applicant does not waive right of access or sign the waver statement, the student will be permitted to review this reference upon request.

Finally, we realize that you may be asked to provide numerous letters of recommendation for students seeking to advance their education. On behalf of both the applicants and ourselves, we thank you in advance for your attention to this matter and are very appreciative of your efforts.

Please return this recommendation form as soon as possible to:

Matthew Hawkins, Program Director  
Certificate Program in Radiation Therapy  
Department of Radiation Oncology  
University of North Carolina Hospitals  
101 Manning Drive  
Chapel Hill, NC 27514  
USA

**Please type or print:**

1. How long and in what capacity have you known this applicant?

2. Please include any additional comments that will aid us in obtaining a complete picture of this applicant's abilities and potential as both a student and a dedicated healthcare professional.

### 3. Personal and Professional Appraisal

For each of the following indicators listed below, please rate this applicant according to the following Likert scale:

- 1 = Poor
- 2 = Average
- 3 = Good
- 4 = Excellent
- 5 = Not Applicable (or indicate "N/A")

Academic potential: \_\_\_\_\_

Motivation for a career in radiation therapy: \_\_\_\_\_

Leadership skills: \_\_\_\_\_

Sense of responsibility: \_\_\_\_\_

Technical skills: \_\_\_\_\_

Ability to work with others: \_\_\_\_\_

Oral communication skills: \_\_\_\_\_

Ability to adapt to new situations: \_\_\_\_\_

Written communication skills: \_\_\_\_\_

Ability to work independently: \_\_\_\_\_

Critical thinking/problem solving skills: \_\_\_\_\_

Reliability: \_\_\_\_\_

Overall recommendation for this applicant (select one):

- Strongly recommend
- Recommend
- Recommend with reservations
- Do not recommend

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Recommender Name and Title

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Street Address, Line 1

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Street Address, Line 2

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City

State

Zip Code

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Phone Number

E-Mail Address

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Signature

Date