



## DENTAL HYGIENE PROGRAM APPLICATION INSTRUCTIONS

Application timeline: **October 1 - February 1**

The Dental Hygiene Application is available online. Please make sure that you give yourself enough time to read through the instructions so that you can submit a complete application by the deadline. Please follow the instructions below to ensure completion of your Dental Hygiene Application.

### Before you apply

1. Please visit the [Dental Hygiene Entry-Level Track](#) website and read the available information.
2. In order to apply to the Dental Hygiene Program, you must obtain a student ID (CWID). If you don't have a CWID, you may obtain one by submitting an application to Foothill College, at no cost to you. For more information on how to do this, please visit [Foothill College Registration Website](#)

### Application Requirements

3. Make sure you're ready and eligible to apply by reviewing the program prerequisites and requirements. Be sure to review the sample application to get a thorough understanding of what to expect once you open up your official application. See [website](#) for more information.
4. Required Documents: Please obtain copies of the following documents
  - High School Transcript/s, Diploma or GED. If not available, attach a short letter of explanation in pdf form.
  - Official Electronic Transcripts (e-transcripts) from **ALL** colleges attended should be ordered and sent directly to Foothill College Admissions and Records at [fhtranscripts@fhda.edu](mailto:fhtranscripts@fhda.edu). If your college doesn't offer this option, please order and have them mailed directly to:

**Admissions and Records**

**DH Program Application Transcripts**

**Foothill College**

12345 El Monte Road

Los Altos Hills, CA 94022

Note: If you have prerequisite coursework completed from Foothill College or De Anza College you must enter the coursework where appropriate on application. We can verify your successful completion of that coursework internally. Official Foothill College and/or De Anza College transcripts **DO NOT** need to be sent.

- A PDF copy of your GE pattern (CSU or IGETC) progress in DegreeWorks or in a worksheet **completed by a counselor**.
5. Other documents: if applicable
    - A copy of RDA pocket license
    - A signed [Dental Hygiene Observation form](#) and a reflection in **ONE** PDF file.

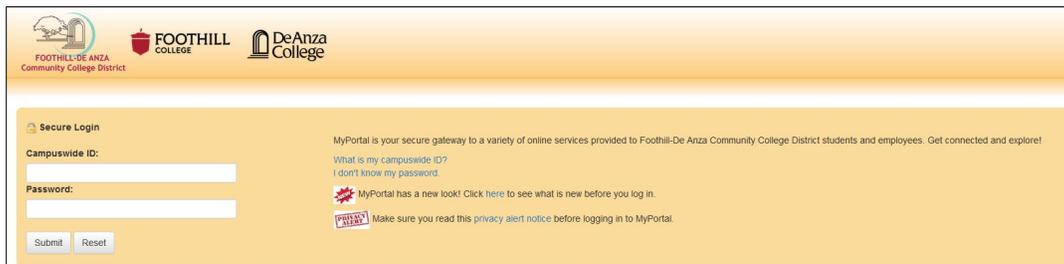
### Scanning and Saving Required/Optional Documents

- Please save the required/optional documents (listed above) to the computer you intend to use, when applying. We recommend that you put together a file with all of these documents, so that they can be easily accessed while you're completing your application. Please note that you will only be allowed one file attachment for each required section.

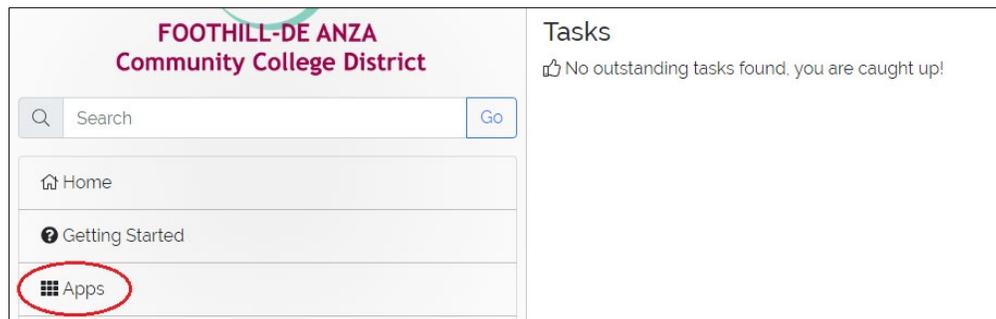
For assistance on how to scan documents into one file, combine multiple files into one file, save files into one folder, or other alternative options, please visit the Foothill College's [ASFC Welcome Center and Design Center website](#)

## Begin your application

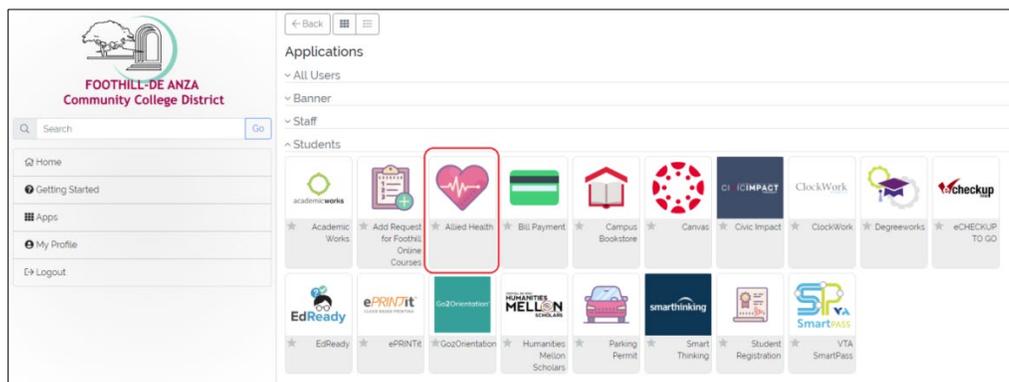
- When you are ready, begin by logging into [MyPortal](#) using your CWID and password



- Click on **Apps**



- Find and click the **Allied Health** under Students Tab



- Find the **Dental Hygiene Entry Level Track** and click **Apply**

5. Fill out and complete your application. In-progress application can be saved and edited at a later time but make sure to go back and submit the application before the deadline which is on February 1.
6. Attach all required documents by clicking on the designated boxes with a red asterisk\*. After you click, you will be asked to choose from your saved files to upload.

**Dental Hygiene Application Checklist**

✓	Please make a ✓ or attach the documents in the available box/es to insure you have completed everything in your application. <b>Note:</b> the documents you upload must be PDF files.
<input type="checkbox"/>	I fully read the Dental Hygiene Online Application Instructions before applying. <b>(Required)</b>
<input type="checkbox"/>	I accurately filled the Dental Hygiene Online Application and meet the Technical Standards. <b>(Required)</b>
<input type="checkbox"/>	Attach a PDF copy of your high school transcript/s or GED, if available. If not available, attach a short letter of explanation in PDF form. <b>(Required)</b>

7. **Submit your application** – Please make sure to review your application thoroughly, for accuracy. Once all the required fields are filled including signature, printed name and date, there will be a blue button "**Click to Sign**" appearing at the bottom. Click "Click to Sign" button to submit your application.

**Please note: the application will not be completed if the button is not clicked.**

8. You will be receiving an email with a copy of your completed application attached, confirming that you've successfully submitted your application. The email will be sent to the email linked to your MyPortal account. If you do not receive an e-mail confirmation of your successful application submission, please log back into My Portal to review and resubmit your application.
9. Selections are made by April 1, and all applicants will be notified of acceptance or non-acceptance by **EMAIL** (please add the dental admin assistant, Truc Nguyen at [nguyenthanht@fhda.edu](mailto:nguyenthanht@fhda.edu), to your email contact to make sure you receive correspondences from the dental hygiene program).