**Electronic Application Instructions**

**LSC-Montgomery Physical Therapist Assistant program**

**Transfer Students: Please call your LSC campus regarding the GPA error message.**

**How to Apply:**

Go to the Health Occupations Application page, <https://webapps1.lonestar.edu/healthoccupationsonlineapp/>

* Choose the program
* Log in with your username and password
1. Review the **Requirements tab** to see what items you may still need. **Click FAQ** for general questions & answers.
2. **Click on the Application tab** to review your Application Page**. Click FAQ for general questions and answers.**

**If any of your personal information has changed**, please **STOP** **NOW:**

* Go to [www.lonestar.edu](http://www.lonestar.edu).
* Log into your MyLonestar account.
* Click in the **Personal Info** box on the left to view and update your name, address and phone numbers.

Once updated, return to the application page to:

* Complete the remaining highlighted sections on the application.
* Add any colleges or universities attended.
* Read the disclaimer at the bottom of the page and **TYPE YOUR NAME** into the box as it appears.
* Click **SAVE for LATER**.

1. **Click the Score Sheet tab to review your Score Sheet** – If there are any errors or missing items, please contact the Montgomery NaSH Division office at 936-273-7012 for assistance. Once your score sheet is correct, read the statement at the bottom, then **TYPE YOUR NAME** into the box as it appears. Click **SAVE for LATER. Click FAQ to view general questions and answers.**
2. **Click the Document Uploading tab**  – Scan and upload the following documents into their separate drop boxes:
* **Bachelor’s degree transcript** (if applicable)
* **Previous PT program director Letter** (if applicable)
* **Verification of at least 30 days employment as a PT Tech** (if applicable)
* **Credit Advising Transcript** **(REQUIRED)** – How to get your **Current** Credit Advising Transcript:
	+ Log into your “**MyLonestar**” account. (Username & Password Help: 832-813-6600)
	+ Click on the “**Student**” icon
	+ Click on the “**Academic Records**” icon
		- Select “**View Unofficial Transcript**”
		- Select “**Advising Transcript**” in the Report Type drop-down menu.
	+ Click “**Submit**”. The report will open as a .pdf. Print or save, then scan and upload.

Questions? **Check the FAQ tab for more information**. Documents must be in PDF format. Changes **cannot** be made to the application once the SUBMIT button is used.

1. **SUBMIT –** Return to the bottom of the Application Page to find the **SUBMIT** button. **All documents must be uploaded and both signatures present before the SUBMIT button becomes available**.
2. **Assure that the observation hours have been completed and the observation form has been provided to the clinician you observed.** Follow the directions on the observation letter and send the form in a sealed envelope to: Dionna Floyd Brown, PTA Program Coordinator, 3200 College Park Drive, Conroe TX 77384. Do not open the observation form once sealed by the clinician.

*All communications regarding your application and status will be sent to your My.Lonestar.edu email address*.