

# Respiratory Therapy: Document and Submission Requirements

## Minimum Requirements:

- All documentation must be legible. When scanning hard copies, please review final documents prior to submission to ensure all information is clear. PDFs are highly recommended.
- Upload unofficial transcripts from all colleges/universities where prerequisite coursework was taken, **including Tacoma Community College**.

## Documented Veteran/Military (Including Reserves):

- You must be active-duty military or a veteran with an honorable discharge.
- If you are active duty, you will need to upload your current orders in the application. If you are a veteran, upload a DD214 form. Personal information can be redacted.

## Documented Low Income/Low Socioeconomic Status:

- Upload an official agency award letter or other documentation showing that you or one of your dependents are receiving any of the following benefits: Current financial aid award (Pell Grant or Washington Opportunity Grant, etc.) reduced or free school lunch, Unemployment benefits, Temporary Assistance for Needy Families (TANF), Basic Food & Employment Training (BFET), Supplemental Nutrition Assistance Program (SNAP), State Food Assistance Program (FAP), Social Security Income (SSI), Childcare Subsidy Program, or Medicaid.

## Documented Healthcare Experience:

- Direct patient care experience must be within the past 10 years to qualify.
- Experience is not required to apply, but may add points to your rubric score.
- Upload an official letter from HR (or a volunteer coordinator). The letter must be on the organization's letterhead, and must include the following information: detailed job description, current/active dates of employment, number of hours completed and a signature from the HR or volunteer representative. Note: The number of hours listed on the official letter must match the number that you submit in your application under the Employment Information section.

## Prior Applicants:

- This point is given to applicants that have previously applied to the Respiratory Therapy program within one year of the current application period.
- Students who submitted a qualified, complete application to the Respiratory Therapy program within the past year will receive this point. There will be a question within the application, but no other documentation will be required.