



DEPARTMENT OF VETERANS AFFAIRS  
Edward Hines, Jr. Hospital  
Hines, IL 60141

School of Nuclear Medicine Technology  
Nuclear Medicine Service (115F)  
Hines VA Hospital  
Hines, IL 60141

**PROCEDURAL GUIDELINES FOR INTERNSHIP APPLICATION**

**REQUIRED DOCUMENTATION**

The following application documents must be received in **One Complete Package**;

- A completed Application for Admission form
- Official transcripts, with *official school seal*, from all educational institutions you attended after high school. These transcripts should include grades from your most recent quarter or semester that you have completed, and they should be sent to you directly from the school. Include these transcripts with your application package in their **Original, Unopened Envelopes**.
- Three educationally or professionally related letters of recommendations using the enclosed recommendation forms. The individuals who complete these forms should return them to you in unopened envelopes, signed across the seal. Include these **Unopened Envelopes** in your application package.

**APPLICATION PROCEDURE**

When we receive your completed application package, you will be contacted in writing confirming receipt of the documents. You will be instructed to contact us for a personal interview. The interview is a requirement for consideration for admission to the internship.

**COMPLETE APPLICATION PROCESS DEADLINES**

**March 1<sup>st</sup>** of each year; internship starting date is July 1<sup>st</sup>

**NOTE: Applications materials received close to the above deadline may not be considered if personal interviews cannot be scheduled and conducted before the deadline, at the discretion of the Program Director. Please apply as early as possible.**