



# FOOTHILL COLLEGE

## DENTAL ASSISTING PROGRAM APPLICATION INSTRUCTIONS

Application deadline: **November 1** to **April 30** each year

The Dental Assisting Application is 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 in order to submit your application.

### Before you apply:

1. **Visit the Program Website**  
Start by reviewing the [Dental Assisting Program](#) website to understand the program structure, admission process, and FAQs.
2. Please see our Dental Assisting Program [Application Sample](#). This sample looks very similar to the actual application. As a result, you may use it as an example of the information you will be submitting when you apply. Feel free to fill it out!
3. **Obtain a Foothill Student ID (CWID)**  
A CWID is required to apply. If you don't have one, you can get it by submitting a free application to Foothill College.  
➤ Visit the [Foothill College Registration Website](#) for step-by-step instructions.
4. **Gather the required documents**
  - A pdf copy of your (foreign or domestic) **high school transcript or diploma or GED** is required. If not available, attach a short letter of explanation in PDF form to your application.
  - If accepted and enrolled in the program, you will need to order and send official electronic transcripts from previous institution(s) if any to Foothill College Admissions and Records.

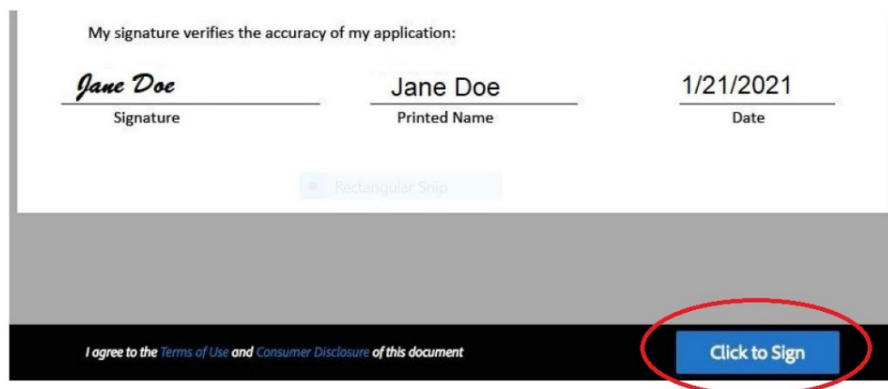
**Note:** Those with an A.S./A.A./B.S./B.A. degree don't have to submit High School Transcripts. If your transcripts are unavailable, please include a short explanation. You don't have to order Foothill and De Anza college transcripts. If your college does not offer official electronic transcripts, please order official transcripts and have them mailed directly to Foothill College Admissions and Records.

### Begin your application

1. When you are ready, begin by log into [MyPortal](#) using your CWID and password
2. Find the **Allied Health Application**: use the search bar to look for "Allied Health"
3. **Access the Application**: click on the Allied Health card, then find Dental Assisting and click Apply
4. **Complete the Application Form**: fill out all required sections. You can save your application in progress and return to complete later. The final application must be submitted no later than April 30.
5. **Upload Required Documents**: in sections marked with a red asterisk (\*), click the upload button and attach the corresponding file(s) from your computer.
6. **Submit your Application**: carefully review your application for accuracy. Once all

required fields are complete—including your **signature, printed name, and date**—a blue **“Click to Sign”** button will appear at the bottom. Click the **“Click to Sign”** button to officially submit your application.

⚠ Important Note: Your application is *not submitted* unless this step is completed.

A screenshot of a web form for signature verification. At the top, it says "My signature verifies the accuracy of my application:". Below this, there are three fields: "Signature" with the handwritten text "Jane Doe", "Printed Name" with the typed text "Jane Doe", and "Date" with the typed text "1/21/2021". Below these fields is a light blue rectangular box labeled "Rectangular Snip". At the bottom of the form, there is a black bar containing the text "I agree to the Terms of Use and Consumer Disclosure of this document" on the left and a blue button labeled "Click to Sign" on the right. The "Click to Sign" button is circled in red.

7. **Check for Email Confirmation:** After submitting, you'll receive an email with a copy of your completed application attached. The confirmation will be sent to the email linked to your MyPortal account. If you don't receive the confirmation email, log back into MyPortal to check your application status and re-submit if necessary.
8. **Notification of Selection:** The program admits **24 eligible students** per year through a random lottery selection process. Admission occurs only once annually, so be sure to complete all steps during the application period. All applicants will be notified of acceptance or non-acceptance via email.