



Department of Health Sciences
Associates of Applied Science (AAS)
Respiratory Therapy
Application Procedure Check-off Form

The application for the Respiratory Therapy AAS **MUST** be submitted via email (healthscience@coloradomesa.edu) in PDF format with the subject line “RT application”.

This check-off form is intended to help you meet the AAS RT application requirements.

Do NOT submit this form, as it is a tool to help guide you through the application process.

The following items must be received in the Department of Health Sciences by April 30th.

Please Note: Your application file will not be evaluated if it is incomplete by the deadline.

- Cover letter – introduce yourself and discuss why you want to be a respiratory therapist.
- Complete the [Application](#):
 - Type all fields on the fillable .pdf application for the AAS RT application form. Handwritten or paper submissions will not be accepted.
 - Sign the form electronically.
 - Save the form, then submit the application with your cover letter via email to healthscience@coloradomesa.edu in PDF format ONLY.
 - You must submit the form and cover letter from your Colorado Mesa University email address, ONLY.
 - All applications submitted via the required email submission process will receive an automated email confirmation of receipt.
 - Applications will not be reviewed until after the submission deadline of April 30th. Further communication may not occur until after the deadline.
- Please review and make sure the following steps are complete *PRIOR* to the April 30th deadline.

- **Current CMU Student Applicants**
 - Must be a Pre-Respiratory Therapy major. If you are unsure of your current major status, contact Admissions to confirm your status (970-248-1875).
 - Confirm with the Registrar office you do not have any holds on your account (970-248-1555).
- **Non-current CMU Student Applicants**
 - Apply to CMU via the Admissions office.
 - Confirm your acceptance to CMU via Admissions.
 - Confirm all transcripts from previously attended schools have been received by the Admissions office/Registrar office.
 - Make sure the previously pre-requisite courses are the equivalent to the pre-requisites required for the RT program.
 - Confirm your transcript evaluation has been completed by the Registrar office (970-248-1555).
 - Confirm with the Registrar office you do not have any holds on your account.

Due to the volume of applications, please do *NOT* contact the Department of Health Sciences to inquire about the status of your applications. All applications submitted via the required email submission process will be sent a confirmation email upon receipt of the initial email submitted. Subsequent emails will not receive an automated response. If any forms or information is missing, the applicant will be contacted via the applicant's official CMU email address listed on the AAS Respiratory Therapy program application form. For additional questions about the application process, please contact Dave Weinzimmer, Professional Staff Assistant, at dweinzimmer@coloradomesa.edu.

Application Timelines

- Week 1 Post Application Deadline: Admission committee reviews all completed AAS RT applications.
- Week 2 Post Application Deadline: Letters sent to all AAS RT applicants (decline or invite to interview).
- Week 3 Post Application Deadline: Interviews for selected applicants.
- Week 4 Post Application Deadline: Letters sent to interview candidates (acceptance or wait list).