

APPLICATION CHECKLIST

All Items Need to be Completed by the Application Deadline: August 15, 2025

CONTACT / MAILING ADDRESS FOR ALL DOCUMENTS (MAIL WITH TRACKING or HAND DELIVER TO AVOID DELAYS)

Henry Ford Providence Southfield Hospital
School of Diagnostic Medical Sonography
Attention: Tracey Olldashi
16001 W. Nine Mile / Southfield, Michigan 48075
Phone: 248-849-5385 / Email: tolldas1@hfhs.org

- Review “Ascension Providence Hospital School of DMS 2026-2027 Program Booklet”
- Complete online application which includes “Technical Standards Survey”
(Student should apply online as soon as they know they will be eligible for our program)
- \$50 application fee (No Cash) Make check/money order/cashier check payable to:
“Ascension Providence Hospital” (must be received by application deadline)
- Official high school transcript (if graduated in the last 10 years)
- All official secondary transcripts (post-high school)
 - Preferred: Emailed directly to Program Director from college/university
 - Official transcripts will need to be re-submitted prior to the program start date if any specific course prerequisites were ongoing at the time of application deadline
 - Specific prerequisite courses taken more than 10 years ago will be reviewed by program officials to determine if review courses must be completed
 - (See page 10 of program booklet)
- Two (2) letters of confidential professional reference on company letterhead
 - Preferred: Emailed directly to Program Director from professional reference
 - Also acceptable to be sent in by applicant: MUST be in sealed envelope and the envelope must be signed by the professional reference along the seal
- 80 Hours of Patient Care Experience: Must be completed within the twelve months prior to the application deadline (between August 2024 – August 2025)
 - Direct patient care may be obtained at hospital or clinic through employment or observational volunteer time
 - Manager/supervisor should provide letter on company letterhead documenting the number of hours, job duties and dates in which hours were obtained
 - May be sent in by applicant, does not need to be in sealed envelope
- Personal letter of interest stating why you are interested in the field of sonography and why you are interested in the sonography program at Henry Ford Providence Southfield Hospital
- Personal resume showing all pertinent job history (optional but highly recommended)
- Ultrasound Department Observation at Henry Ford Providence Southfield Hospital in Southfield, Michigan (optional but highly recommended)