



## SCHOOL of ALLIED HEALTH SCIENCES

MEDICAL ASSISTING  
PROGRAM APPLICATION



Application Deadline: **July 14, 2017**  
Applications accepted between April 7, 2017 – July 14, 2017  
Program Start Date: **October 2, 2017**

### Prerequisite Requirements (Please review to make sure you meet the requirements before submitting your application):

- All prerequisite requirements must be completed prior to submitting an application to the program.
- ☐ All applicants must complete the following college-level courses with a minimum of 3 semester or 4 quarter credits and a grade of "C" or better:  
**Applications received without payment and or supporting documents by the application deadline will be processed as incomplete.**
  - ☐ Prerequisites:
    - Written Communication
    - Intermediate Algebra (or higher level math)
    - Arts/Humanities

### Step 1. Create your online application profile at [https://www.mykpsahs.com/Applicant/ApplyOnline\\_Login.aspx](https://www.mykpsahs.com/Applicant/ApplyOnline_Login.aspx).

- If applying to more than one degree program, separate applications are to be completed for each program.
- Letters of Reference (2) only- Currently dated (within 6 months of submitting online application), and must bear an original signature. **Digital signatures will not be accepted. Letters of Reference must be mailed with transcripts to the address noted in Step 2.** The letters should be from persons who can address your competencies, abilities, experience and character related to your academic, professional, and/or employment activities.
- Resume- 2 page maximum. **Resume must be mailed with transcripts to the address noted in Step 2.**
- Application Handling Fee of \$65.00 (**non-refundable**) must be paid by check or through PayPal once you have completed your online application. **An application fee is required with each program application.**

**Note: All transcripts must be official sealed transcripts.**

### Step 2. Mail your Official Transcripts and Documents to:

Kaiser Permanente School of Allied Health Sciences  
Attn: Admissions Department  
938 Marina Way South  
Richmond, CA 94804  
**Faxed/E-mailed transcripts are not accepted.**

### Step 3. Evaluation of Submitted Applications:

KPSAHS will evaluate all complete submitted Applications for all programs. Applicants who are selected for a panel interview will be contacted by phone for scheduling. Those not selected will be notified by mail.  
**KPSAHS does not obligate itself to interview all applicants.**

### Step 4. Tentative Application and Acceptance Schedule

Applications accepted between	April 7, 2017 – July 14, 2017
Panel Interviews	Early to Mid-August 2017
Class Selection	By End of August 2017

\*Dates and hours are subject to change due to recognized holidays and KPSAHS events.

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