

Application Instructions

Please take time to read these instructions fully as they include specific information regarding the completion of the KPSAHS Application Process for our Medical Assisting program. If you have questions not covered in the instructions, you can contact the Admissions Office by phone at (510) 231-5123 / 1-888-299-0077 for further clarification.

SUBMITTED DOCUMENTS BECOME THE PROPERTY OF KPSAHS AND WILL NOT BE RETURNED TO THE APPLICANT.

A. Admissions Requirements

- To maintain eligibility, applicants must submit an Online Application by the Program's deadline. The Program's deadline is stated on the cover page of each application. Failure to meet a deadline will terminate applicant's eligibility. **No exceptions will be made.**
- Each applicant must collect all required documents and submit them by the deadline. Completed application packets include the following:

1. Online Application - submitted by the specified deadline. All prerequisite course requirements and all completed suggested/recommended course work uploaded to the application portal. Document current employment, volunteer work, job shadowing, or other employment history.

2. Prerequisites - All required program pre-requisite coursework completed at previously attended regionally accredited colleges and universities will be evaluated and posted to your KPSAHS application as part of the admissions process. The pre-requisite evaluation will be done upon receipt of your complete submitted officially sealed transcript(s). The Admissions Office evaluates only official copies of transcripts after an application for admission has been received. Course work must be college level, completed and documented on an officially sealed transcript and consist of a minimum of 3 semester units or 4.0 quarter units with a grade of "C" or higher. **Do not submit "in progress" courses. KPSAHS does not accept Pass/Fail, Credit /No Credit courses for admissions prerequisites.**

Due to the large number of applicants who apply for admission, we are not able to provide "on-the-spot" evaluations.

Please be advised:

If you have obtained credits from a post-secondary institution which is not accredited by a regional accrediting body, the Admissions Office will not evaluate those pre-requisite courses.

3. Official Sealed (unopened) Transcripts - must be received prior to the application deadline. **Please submit all transcripts in one envelope. Do not upload official Transcripts to application portal. Please mail all official transcripts.** Official transcripts verify completion of prerequisite course work. Any discrepancies between the information entered on the Application and the transcript(s) will terminate applicant's eligibility.

- **College Transcripts:** Obtain official transcript(s) from the college(s) you attended. KPSAHS will confirm the college(s) is/are regionally-accredited AND is USDE/CHEA (US Department of Education/Council for Higher Education)-recognized. These official transcripts of record MUST document completed prerequisite and suggested/recommended course work and award of degree(s).
- **Foreign Transcripts:** All foreign diplomas and documents must include an official notarized translation in English and be evaluated by a foreign transcript evaluating agency prior to submission. Foreign transcripts must be officially sealed and accompany all submitted transcripts. All evaluations must include a cumulative GPA, course by course with grade and total units documented as semester or quarter units, and notes degree(s) awarded.
- **Military Transcripts:** All course work from the military must be documented on an official transcript(s) from the institution(s) providing the course(s), as some military transcripts do not provide the name of the institution, course name, number of units, or grades.
- **High School Transcripts or proof of GED:** Obtain official sealed HS or GED transcript.

4. Letters of Reference Two (2 only) - currently dated (within 6 months of submitting online application), and must bear an original signature. **Letters of Reference must be uploaded through the application portal only, not mailed in separately.** The letters should be from persons who can address your competencies, abilities, experience and character related to your academic, professional, and/or employment activities.

5. Resume – Maximum of 2 pages.

6. 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. Payments are no longer accepted in person at KPSAHS.

B. Mailing Instructions

Mail your Official Sealed Transcripts to:

Kaiser Permanente School of Allied Health Sciences

Attn: Admissions Office

938 Marina Way South

Richmond, CA 94804

Faxed/E-mailed transcripts are not accepted.