



SCHOOL of ALLIED HEALTH SCIENCES

MEDICAL ASSISTING PROGRAM APPLICATION



Application Deadline: **August 29, 2017**

Applications accepted between April 7, 2017 – August 29, 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 with a **cumulative GPA of 2.0 or higher.**
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.

- 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 – August 29, 2017
Panel Interviews	Early September 2017
Class Selection	By Mid September 2017

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

938 MARINA WAY SOUTH, RICHMOND, CA 94804
510-231-5000 / TOLL FREE 1-800-299-0077
WWW.KPSAHS.EDU