



SCHOOL of ALLIED HEALTH SCIENCES

MEDICAL ASSISTING
PROGRAM APPLICATION



Application Deadline: **August 15, 2018**

Applications accepted between October 12, 2017 – August 15, 2018

Program Start Date: **October 1, 2018**

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.

- 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 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.
- Resume- 2 page maximum. **Resume must be uploaded through the application portal only, not mailed in separately.**
- 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.

Step 2. Mail your Officially Sealed Transcripts 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	October 12, 2017 – August 15, 2018
Panel interviews	Late August 2018 – Early September 2018
Selection of Classes	Mid September 2018

*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