



Prerequisite Requirements

All prerequisite requirements must be completed **before** submitting your application.

- Verification of completion of a minimum of an AA/AS degree or higher in any discipline from an institution approved by a regional, national, or specialized accrediting body recognized by the U.S. Department of Education. (**AAS and AOS degrees will not be accepted.**)
 - **Cumulative GPA of 2.5 or higher**
 - 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 higher, or “Credit/Pass”; refer to the KPSAHS catalog for applicable course descriptions and acceptance of credit requirements:
 - Human Anatomy & Physiology (with a Lab)
 - Mathematics
 - Written Communication
 - Oral Communications
 - Introduction to Computers
- Recommended (not required) courses:*
- *Human Biology*
 - *Medical Terminology*

How To Apply

- **Complete the online application:** https://www.mykpsahs.com/Applicant/ApplyOnline_Login.aspx
 - **Job Shadowing Observation Hours OR [Job Shadowing Writing Assignment](#)**
 - **Option 1.** Upload documentation of completion of a minimum of eight hours of job shadowing:
 - Documented on letterhead, signed by imaging department manager or lead supervisor.
 - **Shadowing must be completed in the modality for which you are applying.**
 - **Option 2.** Complete and upload the Job Shadowing Writing Assignment:
 - Applicants who are not able to submit documentation of completion of a total of at least eight hours of job shadowing will be required to demonstrate they have acquired sufficient knowledge about the duties of a technologist in their modality of choice by completing and uploading a short [Job Shadowing Writing Assignment](#) (750 words or less).
 - **Pay the Application Handling Fee**
 - A \$65.00 (**non-refundable**) application handling fee must be paid by check or through the online portal by the application deadline. An application fee is required with each program application.
 - **Submit Official Sealed Transcripts electronically or by U.S. Mail ONLY:***

Electronically	By U.S. Mail
Have your Official Transcripts sent electronically to KPSAHS-transcripts@kp.org	KPSAHS (Attn: Admissions) 938 Marina Way South, Richmond, CA 94804
 - **Foreign Diplomas and Transcripts:**
 - All foreign diplomas and transcripts must include an official notarized translation in English and be evaluated by a foreign transcript evaluation agency ([NACES](#)) prior to submission.
 - **Required English Proficiency – TOEFL**
 - Some students may need to submit TOEFL scores as evidence they have met the KPSAHS *Required English Proficiency* policy. Refer to the KPSAHS Academic Catalog for detailed information.
 - **How to Submit Your TOEFL Scores**
 - If TOEFL® scores are required to meet the English Language Proficiency requirements, KPSAHS prefers that scores be submitted electronically through the Educational Testing Service (ETS); our code number is D077.
 - If electronic submission is not feasible, scores may be mailed in paper format from ETS to:

Kaiser Permanente School of Allied Health Sciences
Attn: Admissions Department
938 Marina Way South
Richmond, CA 94804
- Test scores sent directly from applicants will NOT be accepted.

***Eff. 4/1/2020 KPSAHS will NOT accept transcripts sent by overnight delivery services (i.e., UPS, FedEx, DHL, etc.)**

Evaluation of Submitted Applications

- KPSAHS will evaluate all **complete** submitted applications.*
 - Applicants who are selected for a panel interview will be contacted for scheduling. Those not selected will be notified by email. **Note: KPSAHS does not obligate itself to interview all applicants.**
- * *Applications are considered “complete” when all requirements for applying are completed by the application deadline.*

Panel Interview & Additional Documentation Requirements

- Applicants who are scheduled for a panel interview will be required to submit the following additional documents:
 - **Resume** – Two (2) page maximum. Should detail previous education, work experience, volunteer experience, foreign language proficiency, etc.
 - **Two (2) Letters of Reference** – Each letter must be dated within six months of the application date and hand-signed by the author of the letter. Digital signatures will not be accepted.

DO NOT submit your resume or letters of reference with your online application.

Acceptance

Applicants who are being offered a seat in the class will be contacted by phone. All other applicants will be notified by email.

Updated 12/13/2022