



Prerequisite Requirements

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

- Applicants must have verification of completion of a minimum of an AA/AS degree from a regionally accredited institution. **(AAS and AOS degrees will not be accepted.)**
- **Cumulative GPA of 3.0 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 better; refer to the KPSAHS catalog for applicable course descriptions and acceptance of credit requirements:
 - Human Anatomy & Physiology with a lab
 - General Physics (topics must include sound waves, heat, light, and motion)
 - Medical Terminology
 - Written Communication
 - Oral Communication (i.e., Speech)
 - College Algebra (Intermediate Algebra) or higher

HOW TO APPLY

- **Complete the online application:** https://www.mykpsahs.com/Applicant/ApplyOnline_Login.aspx
- **Job Shadowing Observation Hours OR Job Shadowing Writing Assignment**
Due to limitations on access to health care facilities and imaging departments imposed by the COVID-19 pandemic, applicants will have the following two options to choose from for satisfying the requirement for job shadowing:
 - 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.** 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 PayPal once you have completed your online application. An application fee is required with each program application.
- **Submit Official Sealed Transcripts electronically or by U.S. Mail ONLY:***

Electronically (Preferred)	By U.S. Mail
Have your Official Transcripts sent electronically to admissions@kpsahs.edu (Effective 11/1/22-11/30/22)	KPSAHS (Attn: Admissions)
KPSAHS-transcripts@kp.org (Effective 12/1/22)	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.

*** 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. Applications are complete if ALL of the following conditions have been met **on or before the application deadline**:
 - Online application is submitted
 - Application fee is paid
 - Job shadowing documentation and/or job shadowing writing assignment is received
 - Official Transcripts are received. (Official transcripts submitted or received after the application deadline will be rejected.)
- Applicants who are selected for a panel interview will be contacted by phone for scheduling. Those not selected will be notified by email. **Note: KPSAHS does not obligate itself to interview all applicants.**

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.

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 9/20/2021, 11/1/2022