



## 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
  - Computer Science

*Recommended (not required) courses:*

- *Human Biology*
- *Medical Terminology*

## How to Apply

- **Complete the online application:** [https://www.mykpsahs.com/Applicant/ApplyOnline\\_Login.aspx](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 before the application deadline. An application fee is required with each program application.
- **Submit Official Sealed Transcripts electronically or by U.S. Mail ONLY:\***

<b>Electronically</b>	<b>By U.S. Mail</b>
Have your Official Transcripts sent electronically to <a href="mailto:KPSAHS-transcripts@kp.org">KPSAHS-transcripts@kp.org</a>	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 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.***

## Interview & Additional Documentation Requirements

- Applicants **who are scheduled for an interview** will be required to submit the following additional documents:
  - **Resume**
  - **Two (2) Professional References**

**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 (01/01/24)*