



SCHOOL of ALLIED HEALTH SCIENCES

MEDICAL ASSISTING
PROGRAM APPLICATION



Application Deadline: **May 1, 2019**

Applications accepted between November 26, 2018-May 1, 2019

Program Start Date: **July 1, 2019**

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.

- Completion of a high school diploma or GED
- Passage of the Wonderlic Exam

Applications received without payment and or supporting documents by the application deadline will be processed as incomplete.

Step 1. Create your online application profile at https://www.mykpsahs.com/Applicant/ApplyOnline_Login.aspx.

- If applying to more than one 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	November 26, 2018-May 1, 2019
Panel Interviews	Late May 2019
Class Selection	Early June 2018

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

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510-231-5000 / TOLL FREE 1-800-299-0077
WWW.KPSAHS.EDU