



Step 1. Get Ready to Apply

Applicants must meet **all** the following requirements to apply:

- ☐ Be at least 18 years of age
- ☐ Have either a high school diploma or GED
- ☐ Have a valid government issued photo ID (i.e., California ID, California Driver's License, etc.)

Step 2. Complete the Online Application

- Fill out the online Application at: https://www.mykpsahs.com/Applicant/ApplyOnline_Login.aspx
- **Upload** the required supporting documents (**documents received by mail will not be accepted**):
 - 2 letters of reference
 - Letters must bear the original signature and be dated within 6 months of your application
 - Letters should be from persons who can address your competencies, abilities, experience, and character related to your academic, professional, and/or employment activities
 - Applicant's Resume (1-2 pages)

Step 3. Submit your Official Transcript(s)

We must have an official **high school transcript** or proof of GED **ONLY**. **DO NOT** submit college transcripts.

- **Mail Official Transcript(s) to:**
Kaiser Permanente School of
Allied Health Sciences
Attn: Admissions Department
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.
- **High school diplomas, photocopies or faxed copies of transcripts will not be accepted.**
- **Official Transcripts must be unopened and received in their original sealed envelopes.**

Step 4. The Wonderlic Assessment Exam

- Applicants must have completed the online application process, submitted supporting documents, submitted official transcript(s), and paid their application handling fee **by the application deadline** to be considered eligible to take the Wonderlic Assessment Exam.
- Applicants must bring a valid government issued photo ID to their Wonderlic Assessment Exam appointment in order to take the assessment exam.
- Eligible applicants will be contacted by email to schedule their Wonderlic Assessment Exam appointment.
- The Wonderlic Assessment Exam will be administered at the KPSAHS campus located at 938 Marina Way South, Richmond, CA.