



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 California ID or California Driver's License (required to be presented by applicant at the time of their scheduled Wonderlic Assessment Exam)

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)

APPLICATION HANDLING FEES FOR THE FALL 2019 PROGRAM START HAVE BEEN WAIVED

Step 3. Submit your Official Transcript(s)

- **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.
- Eligible applicants will be contacted by email to schedule their Wonderlic Assessment Exam appointment. Exam appointments will be scheduled after the close of the application period.
- The Wonderlic Assessment Exam will be administered at the KPSAHS campus located at 938 Marina Way South, Richmond, CA.

*The Application Handling Fee for the Fall 2019 Program Start Has Been WAIVED