



APPLICATION CHECKLIST

Once the ONLINE APPLICATION (STEP 1) and non-refundable application fee have been submitted (www.cahe.edu/apply), applicants should forward the supplemental paperwork listed below via MAIL or E-MAIL to the addresses listed below. Applicants who are required to take all or part of the Entrance Exam (STEP 2) will be scheduled to do so. All documents listed below must be submitted prior to the applicant's scheduled interview date (STEP 3).

OFFICIAL HIGH SCHOOL TRANSCRIPTS OR COPY OF HSED/GED

- Evidence of a high school or high school equivalency diploma is required of **ALL** applicants by CAHE's accrediting agencies. Individuals who attended an online high school, or who were homeschooled, should contact the Admissions Department to determine their eligibility to enroll.

OFFICIAL COLLEGE TRANSCRIPTS (if applicable)

- As required by CAHE's accrediting agencies, applicants must list in their application, and provide **official** transcripts of, **ALL** post-secondary coursework. Applicants who attended a foreign institution will be required to submit a course-by-course evaluation (Please refer to "Evaluation Agency List" for a list of acceptable foreign transcript evaluation agencies).
Please note that e-mailing unofficial transcripts to admissions@cahe.edu while official transcripts are pending will help expedite the admissions process by enabling the Admissions Department to determine whether an applicant is exempt from taking all or part of the Entrance Exam (STEP 2).

ONE PASSPORT-SIZED PHOTO

- Physical or electronic photo (2 x 2 inches/ 51 x 51 mm in size) of shoulders and above. The photo will be used for identification purposes during the admissions process. "Selfies" will not be accepted.

REFERENCE LETTER(S)

- For the following programs a minimum of TWO reference letters are required:
 - Diagnostic Medical Sonography
 - Radiography
 - Radiation Therapy
 - Surgical TechnologyFor the following programs a minimum of ONE Reference Letter is required:
 - Medical Assistant
 - EMT-Basic
 - Paramedic (Must be written by an EMS Supervisor)For all programs other than the Paramedic Program, reference letters may be written by an employer, colleague, educator, medical professional, religious/volunteer group leader or coach. Reference letters for applicants to the Paramedic Program must be written by an EMS supervisor. Reference letters can be e-mailed to admissions@cahe.edu and must include the reference's contact information. A sample Reference Letter Request Form is available on our website at www.cahe.edu/referenceletter.

PERSONAL STATEMENT

- Personal statements/essays provide applicants with an opportunity to demonstrate their ability to organize and express their thoughts, as well as assist members of the Admissions Committee in becoming better acquainted with the applicant. Essays should consist of 250-500 words and must address one or more of the topics below:
 - The applicant's reason(s) for wanting to join the profession.
 - A significant personal experience or achievement.
 - Personal, communal or global issue and its importance to/impact on the applicant.

Applicants applying to the Paramedic Program must provide a copy of their current NYS EMT-B card.

Please submit the applicable documents listed above via mail or e-mail to:

Mailing Address: Center for Allied Health Education
1401 Kings Highway, Brooklyn, NY 11229
Attn: Admissions Department

E-mail Address: admissions@cahe.edu

Questions?

Contact the Admissions Department at 718-645-3500 or admissions@cahe.edu
Contact the Financial Aid Department at 718-645-3500 or financialaid@cahe.edu