



## APPLICATION CHECKLIST

Once the ONLINE APPLICATION and non-refundable application fee have been submitted ([www.cahe.edu/apply](http://www.cahe.edu/apply)), applicants should forward their supplemental paperwork via MAIL or E-MAIL.

### OFFICIAL HIGH SCHOOL TRANSCRIPTS OR COPY OF HSED/GED

- Even if a higher level of education was achieved, this is still required for admission. Graduates from an online High School do not meet this requirement and should contact the Admissions Department for guidance.

### OFFICIAL COLLEGE TRANSCRIPTS (if applicable)

- All transcripts received must be official and enclosed in a sealed envelope. Applicants must reference and provide a transcript for ALL schools which were previously attended, including high schools and any post-secondary institutions. Course-by-course evaluations from an acceptable agency (contact Admissions Department for a list of agencies) will be required for any international schools attended. Transcripts may be sent to the Admissions Department separately from the application or electronic **official** transcripts may be e-mailed. Please note that e-mailing unofficial college transcripts may help to expedite the admissions process, as the Admissions Department may exempt an applicant from the Entrance Exam based on unofficial transcripts (while they await the official transcripts).

### ONE PASSPORT-SIZED PHOTOS

- Physical Photo (2 x 2 inches/ 51 x 51 mm in size), or electronic photo via e-mail (shoulders and above- no selfies).

### REFERENCE LETTER(S)

- Applicants are required to submit TWO Professional Reference Letters for each program, with the exception of the Medical Assistant, EMT-Basic, and Paramedic Programs, which require only ONE Reference Letter. It is highly recommended that the Professional Reference Letter for the Paramedic Program comes from an EMS Supervisor. All reference(s) must be submitted on letterhead or have some sort of contact information for the individual providing the reference. Reference letters may be sent directly to the Admissions Department separately from the application or e-mailed to [admissions@cahe.edu](mailto:admissions@cahe.edu). They may be submitted by the applicant or the individual providing the reference. A Professional Reference Letter Request Form may be found online ([www.cahe.edu/referenceletter](http://www.cahe.edu/referenceletter)) but is not required.

### PERSONAL STATEMENT

- Personal statements help the Admissions Committee become acquainted with applicants and enable individuals to demonstrate the ability to organize and express thoughts. Applicants must choose a topic below and respond in a 250 to 500 word typed essay. The essay must conclude with the reason(s) for joining the profession.
  - Discuss a significant personal experience or achievement.
  - Discuss some issue of personal, local or global concern and its importance to you.
  - Describe a character in fiction, a historical figure, or a creative work that has had an influence on you and why.

### FOR PARAMEDIC PROGRAM APPLICANTS ONLY: NYS EMT-B CERTIFICATION CARD

- Applicants NYS EMT-B Certification Card must remain current throughout the entire program.

**Mailing Address:** New York Methodist Hospital Center for Allied Health Education  
1401 Kings Highway, Brooklyn, NY 11229  
Attn: Admissions Department

**Email Address:** [admissions@cahe.edu](mailto:admissions@cahe.edu)

### Have Questions?

Contact the Admissions Department at 718-645-3500 or [admissions@cahe.edu](mailto:admissions@cahe.edu)  
Contact the Financial Aid Department at 718-645-3500 or [financialaid@cahe.edu](mailto:financialaid@cahe.edu)