



## APPLICATION CHECKLIST

Once the ONLINE APPLICATION (**STEP 1**) and non-refundable application fee have been submitted ([www.cahe.edu/apply](http://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

- High school transcripts or a copy of the high school equivalency diploma/GED is required of **ALL** applicants. 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 for **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).
- While unofficial transcripts or SAT/ACT scores are not required for admission, e-mailing these documents to [admissions@cahe.edu](mailto:admissions@cahe.edu) while official transcripts are pending will help to expedite the admissions process and determine whether an applicant is exempt from taking all or part of the Entrance Exam (**STEP 2**).

### REFERENCE LETTER(S)

- For the following programs a minimum of TWO reference letters are required:
- Diagnostic Medical Sonography
  - Radiography
  - Radiation Therapy
  - Surgical Technology
- For the following programs a minimum of ONE Reference Letter is required:
- Medical Assistant
  - EMT-Basic
  - Paramedic (Must be written by an EMS Supervisor)
- Reference letters for applicants to the Paramedic Program must be written by an EMS supervisor. Reference letters for all other programs may be written by an employer, colleague, educator, medical professional, religious/volunteer group leader or coach. All letters can be e-mailed to [admissions@cahe.edu](mailto:admissions@cahe.edu) and must include contact information for the individual providing the reference.
- Reference letters may be e-mailed by the individual supplying the reference, or by the applicant. Although not required, a sample Reference Letter Request Form is available online: [www.cahe.edu/referenceletter](http://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 be typed and consist of 250-500 words. One or more of the topics below should be addressed in the essay:
- 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](mailto:admissions@cahe.edu)

### 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 x199 or [financialaid@cahe.edu](mailto:financialaid@cahe.edu)