



ENROLLMENT CHECKLIST

Must be completed prior to your enrollment appointment:

- Research and decide your program of choice.**
- If applicable, submit FAFSA.** (Medical Assistant and Pharmacy Technician programs)
 - Note that it takes 4 to 5 business days for us to receive your FAFSA. Be proactive.
- If applicable, choose a payment plan option for your program.**
 - If you want to set up an electronic funds transfer (EFT) for your payments, you will need a blank check or a bank statement with your name, account number, and routing number.
- Contact the finance / financial aid department.**
 - If you have any questions about payment plan options or your FAFSA, please contact the finance department at 908-222-0002, Ext. 555.
- Schedule an appointment for a physical exam with your doctor.**
 - Physical forms are only due on the first day of the program but it may take multiple visits to your doctor's office, so start early. Read the instructions on the physical very carefully to ensure your physician has filled out all necessary information. All dates and results for immunizations, titers, and/or tests must be filled out on the physical form by you or your doctor.
- Contact the admissions department to schedule an enrollment appointment**
 - Remember: It may take around 2 hours for this appointment so plan accordingly.

Must be submitted on the day of your enrollment appointment:

- Completed application for enrollment form
- 2 forms of ID (e.g. driver's license, passport, social security card, employee ID, student ID, etc.)
 - Non-citizens must provide proof of status in US (e.g. permanent resident card, EAD card, valid visa, etc.).
- Original US high school diploma (or equivalent) or foreign academic credentials with official evaluation from a recognized credential evaluation service (e.g. SpanTran, WES, etc.).
- \$125 administrative fee
- Current Resume
- Completed employment information form
- If applicable, official transcripts (for students seeking transfers)