

## **Medical Assisting Program Application Checklist**

**ALL APPLICABLE ITEMS ARE DUE BY 12PM ON THE DAY OF THE PROGRAMS APPLICATION DEADLINE**

### **Recommended Order of Steps:**

- Register for ACCUPLACER** (pre-entrance exam)-  
**Required minimum scores: 236 in each section** - Reading, Writing, and Arithmetic
  - Register with Admissions office at (603) 884-4631 or e-mail lnadeau@sjnh.org
  - Exams valid for one year from date of test.
  - If taken elsewhere, you must request an official copy of your scores be sent to SJSON
  
- Submit Online Application, \$50 fee and typed essay** (approx. 200 words, topic on the application)
  - Online application at <https://www.sjsonsonisweb.com/studapp.cfm>
  
- Submit Official Transcripts:**
  - High School, GED or HiSET (required of all applicants regardless of college attendance)
  - College, all postsecondary schools attended (required for ALL schools attended)
  - Official GED (Boston) or WES (New York) Translation of Foreign Transcript(s) (if applicable)
  
- Submit Proof of Health Insurance:** copy of card
  
- Submit Proof of Legal Residence in U.S.**  
Copy of US Birth Cert., Cert. of Naturalization or unexpired US Passport or Permanent Resident Card

**APPLICANTS, born in a country where English is NOT an Official Language are required to send:**

- Official TOEFL Exam Results** – Results are good for 2 years. Register at <http://www.ets.org/toefl> School Code: 1677  
(Passing scores: 20 in Speaking & Listening; 17 in Writing; 16 in Reading and 73 Overall)
  - ONLY a foreign born applicant who became a US Permanent Resident or Naturalized Citizen before age six may request a TOEFL exemption. A letter requesting the exemption must be submitted in person to the Admission Office along with your original permanent resident card or certificate of naturalization at least six (6) weeks before the application deadline. The exemption will be reviewed and the applicant notified if the exemption has been granted.