



## **Medical Assisting Training Program Application Checklist**

**THESE ITEMS ARE TO BE TURNED INTO THE SCHOOL BEFORE INTERVIEW WILL BE GRANTED.**

Application Requirements: Please *note date of program* you are interested in \_\_\_\_\_

- Print your **application** from the school website: [www.sjson.edu](http://www.sjson.edu)  
**Complete and Submit with the \$25 application fee**
- If paying with a third party vendor ( WIOA) no application fee needed at this time.

- Submit Official Transcripts:**
- High School, GED or HiSET (required of all applicants regardless of college attendance)
  - Official GED (Boston) or WES (New York) Translation of Foreign Transcript(s) (if applicable)

- Submit Proof of Legal Residence in U.S.**  
Copy of US Birth Certificate, Certificate 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 submit:**

- Official Duolingo English or TOEFL EXAM**

If an applicant is born in a country where English is not an official language, they are required to take the Duolingo English or TOEFL exam and have an official copy of their scores sent to the school.

Passing scores are as follows: Duolingo English results – 85 or above. Duolingo English exam scores are valid for two years from the date of the exam.

TOEFL exam results - 20 in Speaking and Listening; 17 in Writing; 16 in Reading and 73 Overall. TOEFL exam scores are valid for two years from the date of the exam.

• ONLY a foreign-born applicant who became a US Permanent Resident or Naturalized Citizen before age six and attended elementary and secondary education in the US, 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 before the application deadline. The exemption will be reviewed and the applicant notified if the exemption has been granted.

***If accepted, please submit:***

- WIOA VOUCHER**
- Copy of Health Insurance card**
- Complete Physical (within the past year)**
- Proof of Immunizations**
- COVID**
  - MMR**
  - VARICELLA**
  - TD**
  - HEP B**
  - TB OR QUANTIFERON- TB**
- Completed paperwork and \$95 for Criminal Background Check**