



# AIMS education

## ENROLLMENT CHECKLIST

*Open Enrollment Programs – CMT, EKG/PHL, MA, MBC, PCT and PhT*

### **Must be completed prior to your enrollment appointment:**

- Research and decide your program of choice.**
- If applicable, submit FAFSA. School code: 041364 (MA, PCT, and PhT)**
  - 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.
- Confirm you have basic computer skills and meet the minimum technology requirements for online and hybrid programs.**
  - <https://aimseducation.edu/distance-education>
- Initiate the enrollment process by submitting the AIMS Education online application.**
  - <https://aim-web.scansoftware.com/cafeweb/tapestry?page=Application>
- Schedule an appointment for a physical exam with your doctor.**
  - Read the directions in your [Student Health Packet](#) carefully. All required student health forms, including a physical, TB test (CMT, EKG/PHL, MA, PCT, PhT), and proof of immunizations, must be uploaded to Magnus Health by the 1st day of class. If additional vaccine doses are required, the deadlines will be provided in Magnus Health.
- Contact the admissions department to schedule an enrollment appointment.**
  - Remember: It may take up to 1.5 hours for this appointment so plan accordingly.

### **Must be submitted on or before the day of your enrollment appointment:**

- 2 forms of ID (e.g. driver's license, passport, social security card, employee ID, student ID, etc.) At least one form of ID must include a photograph, and all forms of ID must be current.
  - Noncitizens must provide proof of status in US (e.g. permanent resident card, EAD, valid visa, etc.).
- High school diploma, GED, degree, or foreign academic credentials with official evaluation from a recognized [credential evaluation service](#) (e.g. SpanTran, WES, etc.).
- \$200 administrative fee
- Current Resume and [Employment and Education Information form](#)
- Criminal Background Check (Pharmacy Technician students only)
- Official transcripts for students seeking credit transfers (if applicable)



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## ENROLLMENT PROCEDURE

### **Step 1: Submit online application**

To initiate the enrollment process, you must submit the online application using the link below.

<https://aim-web.scansoftware.com/cafeweb/tapestry?page=Application>

### **Step 2: Schedule enrollment appointment with admissions department**

The enrollment appointment will be virtual. A separate appointment may be required for the enrollment interview.

\*Pharmacy Technician applicants will be required to complete an online background check and forward the email confirmation to AIMS.

### **Step 3: Submit pre-enrollment documents**

Log in to your application portal to submit all of the required admission documents. All documents must be submitted on or before the day of the enrollment appointment.

### **Step 4: Take online entrance exam**

The entrance exam will be taken online prior to the enrollment appointment.

### **Step 5: Complete enrollment appointment**

Students will complete an interview, finalize their funding (E.g., payment plan, financial aid, etc.), pay the \$200 admin fee via the student portal, complete all required enrollment documents, and sign the enrollment contract. Some students may complete the interview prior to the enrollment appointment.

\*Pharmacy Technician applicants must have a clear Criminal Background Check to proceed with enrollment.

### **Step 6: Submit additional documentation**

All pending documents must be submitted by the first day of class. Admissions documents should be submitted in the student portal, and health documents (physical, TB test, proof of immunization) should be submitted in Magnus Health.

### **Step 7: Drug Screening (Pharmacy Technician students only)**

Pharmacy Technician students are required to complete a drug screening prior to starting the clinical internship courses. Instructions and a voucher will be provided on the first day of class.