



AIMS education

APPLICATION & ENROLLMENT CHECKLIST

Selective Programs – AT, CVIS, CVT, DMS, MRI, NDT, PhT, SPT and ST

- ☐ **Research and decide your program of choice.**
- ☐ **Submit FAFSA. School code: 041364**
 - Note that it takes 4 to 5 business days for AIMS to receive your [FAFSA](#). Be proactive. If you have questions about payment plan options or FAFSA, please contact the financial aid department.
- ☐ **Request 1 recommendation letter**
 - The letter must be typed, signed, and specify your program of interest.
 - Professional or academic reference letters preferred (e.g., supervisors, coworkers, professors, coaches, etc.)
- ☐ **Confirm you have basic computer skills and meet the minimum technology requirements for distance education programs.** <https://aimseducation.edu/distance-education>
- ☐ **Apply to your program of choice by submitting the AIMS Education online application.**
 - <https://aim-web.scansoftware.com/cafeweb/tapestry?page=Application>
- ☐ **Contact the admissions department to schedule an entrance exam (online or in person) and an interview.**
 - The entrance exam and interview appointments are on separate dates.
 - The ACCUPLACER Test is untimed, but the average time of completion is 2.5 hours. Please plan accordingly.
 - The Wonderlic exam (PhT and SPT only) is only offered online and takes 8 minutes.

Must submit before your interview appointment:

- ☐ Resume, recommendation letter, statement of purpose, and [employment and education information](#) form.
- ☐ 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 the US (e.g. permanent resident card, EAD card, 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.).
- ☐ All transcripts from previous education and/or a course-by-course evaluation of foreign education.

If accepted into the program:

- ☐ **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 (if required), 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.
- ☐ **Complete a criminal background check (Pharmacy Technician students only).**
 - All PhT students are required to submit a clear background check prior to enrollment.
- ☐ **Follow up with the finance / financial aid department at 908-222-0002, Ext. 555** (if you have any outstanding documents or information to be discussed).
- ☐ **Contact the admissions department to schedule your enrollment appointment.**
 - It may take up to 1.5 hours for this appointment, so plan accordingly.
- ☐ **Pay \$200 administrative fee** prior to, or during, your enrollment appointment.



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APPLICATION PROCEDURE

Step 1: Submit online application

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

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

Step 2: Submit Application Documents

Upload all required application documents through your applicant portal.

Preliminary Screening: For the Cardiovascular Technology, Diagnostic Medical Sonography, and MRI Technology programs, the Admissions team conducts a preliminary screening of each applicant's submitted application and required documents to determine whether the applicant may advance in the admissions process. Applicants selected to continue will be invited to take the entrance examination.

Step 3: Take Entrance Exam

ACCUPLACER: Schedule on campus or online. A \$28 proctoring fee (via Meazure Learning) applies to online exams.

Note: Sterile Processing Technician and Pharmacy Technician applicants must take the Wonderlic entrance exam. The Wonderlic exam may only be scheduled online and there are no fees to take the exam.

Step 4: Complete Pre-Screening Interview

Applicants who pass the entrance exam will be invited to a pre-screening interview. This step confirms that all requirements have been met and gathers additional information for the admissions file.

Step 5: Complete Application Interview

After the pre-screening interview, applicants will complete a formal application interview.

Step 6: Admissions Decision

Once all steps are complete, your application will be reviewed by the admissions committee. Only complete applications submitted before the deadline will be considered.

ENROLLMENT PROCEDURE

Step 1: Schedule enrollment appointment

Students who are accepted into their program of choice have two weeks to confirm their enrollment and schedule an enrollment appointment.

Note: Pharmacy Technician applicants will be required to complete an online background check and forward the email confirmation to AIMS. They must have a clear Criminal Background Check to proceed with enrollment.

Step 2: Complete enrollment

Students will finalize their funding (E.g., payment plan, financial aid, etc.), pay a \$200 admin fee via the student portal, complete all required enrollment documents, and sign the enrollment contract. All enrollment appointments must be completed within four weeks of the acceptance notification.

Step 3: 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 (if required), and proof of immunizations) should be submitted in Magnus Health.

Note: 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.