



ENROLLMENT CHECKLIST

Must be completed prior to your enrollment appointment:

- Research and decide your program of choice.**
- If applicable, submit approval notice of third party payment**
 - Note that it takes 4 to 5 business days for us to provide letter of enrollment.
- If applicable, choose a payment plan option for your program.**
 - If you want to set up a debit card automatic payments, you will need make first payment and authorize for automatic payments.
- Contact the finance / financial aid department.**
 - You must apply for financing and we must receive preapproval notification. Contact our office for financing options at 856-324-0430.
- 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 entrance exam and enrollment appointment**
 - Remember: It may take around 2/3 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.).
- \$150 administrative fee
- Current Resume
- Completed employment information form
- If applicable, official transcripts highschool/college