

# PA-C Admissions Track

## INSTRUCTIONS FOR APPLICATION

The on-line application must be supported with printed documents which you date, sign, and mail to the Program Office, along with your application fee. Instructions for application and the supporting documents are in PDF files. To view and print the PDF files, you must have Adobe Reader installed on your computer. If you do not have Adobe Reader, download a free copy from Adobe and then proceed with your application.

- First, print out this PDF file, [Application Instructions](#), and use these instructions as a guideline and check list to complete and submit your application.
- View (and print out if you so desire) the PDF file [Description of Program](#), which contains information about the program, curriculum, clinical work, profession, and practice.
- Complete the on-line application. Leave no section incomplete. Double check the application before submitting. **Incomplete applications will not be considered.**
- Print out the PDF file [Reference Forms](#). Complete your section of each of the three reference forms. Provide one form and a return envelope to each of your three references. **Do this as soon as possible because your application will not be complete until all three of your references have been received.**
- Obtain a current, color passport-sized photograph. Do not copy your passport - send an original color photograph, which is readily available from Kinko's or similar business.
- Obtain a photocopy of your NCCPA card.
- Obtain a photocopy of your ACLS and BLS training cards, if you are currently certified.
- Submit a check or money order for \$60 in payment of the application fee.
- Complete a criminal background check with Certified Background (<http://www.certifiedbackground.com>). Follow the instructions included with "Criminal Background Check Process" file. Please be sure to sign the accompanying form and include the password you obtain after completing the background check process.
- Print out, complete, date, and sign the five supporting document files:
  - o [Documentation Concerning Technical Standards](#)
  - o [Documentation Concerning Infectious and Communicable Diseases](#)
  - o [Criminal Background Check Release Form](#)
  - o [Drug Screen Release Form](#)
  - o [Applicant Statement](#)
- Send all five supporting documents, along with the passport-sized photograph, copies of NCCPA, ACLS, BLS cards, and payment of application fee to the Program Office. Use only the address listed below.
- Request that transcripts from all graduate and undergraduate institutions in which have been enrolled be sent to the Program Office. **Request transcripts soon as possible because delay in receipt of transcripts is one of the most common reasons that applications remain incomplete.**

All supporting documents, passport photograph, payment of application fee, references, and other communications should be mailed to the Program Office:

**Master of Medical Science Program in Anesthesiology  
57 Executive Park South – Suite 300  
Atlanta, GA 30329**

For your application to be complete, **all** of the above steps must have been completed in full. Incomplete applications will not be considered.