



# MEDICAL ADMINISTRATIVE SUPPORT APPLICATION

One Stop Student Services - [onestop@cw.edu](mailto:onestop@cw.edu) – 208.562.3000  
PO Box 3010 – Nampa, ID 83653 – [cw.edu](http://cw.edu)

This form is used to apply for admission to the Medical Administrative Support Basic Technical Certificate (BTC) program. Students interested in the program must first apply for admission to the College of Western Idaho (CWI). Each fall semester students who complete all steps for admission are admitted to the program.

## COLLEGE OF WESTERN IDAHO – (BTC) Medical Administrative Support

LAST NAME		FIRST NAME	M.I.	CWI STUDENT ID	
ADDRESS		CITY	STATE	ZIP	CWI EMAIL
PHONE NUMBER (INCLUDING AREA CODE)			OTHER PREVIOUSLY USED NAMES		

## APPLICATION INSTRUCTIONS

You must read and follow all steps described below to ensure a complete application. Only complete applications will be reviewed. Applications for the Fall 2021 program start will be accepted through **Monday, August 2, 2021**.

It is **STRONGLY RECOMMENDED** that you complete these steps *at least* a month prior to the Medical Administrative Support program application deadline to ensure your transcripts are received and your coursework is evaluated and documented on your program evaluation/degree audit.

## STEP 1: COMPLETE ITEMS PRIOR TO PROGRAM APPLICATION SUBMISSION

Check to verify you have already completed these steps.

- Apply for CWI admission.** : <https://apply.cwi.edu/application/create>
- Request official transcripts\*** to be sent to: One Stop Student Services, MS 3000, PO Box 3010, Nampa, ID
- Complete the [Bachelor’s Degree Transfer Credit Request Form](#)** if you have completed a Bachelor’s or Master’s degree.

\*If you are a degree-seeking student, official transcripts (high school, GED, or college/university) are required as part of the admission process. If you have attended another college or university, we may be able to use previous coursework to fulfill applicable prerequisite requirements for CWI courses.

## STEP 2: SIGN THIS APPLICATION

I certify that all the information provided in this application is true and correct to the best of my knowledge. I understand that falsification of information is cause for denial of admission/expulsion. Illegal use, possession, and/or misuse of drugs and/or a felony conviction may prevent me from obtaining employment as a Medical Administrative Assistant.

STUDENT SIGNATURE	DATE
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### STEP 3: SUBMIT THIS APPLICATION

Submit this application a sealed envelope to CWI, **prior to Monday, August 2, 2021 at 5:00 p.m.** for consideration. Write your name and "Medical Administrative Support Application" on the envelope. Please DO NOT staple any documents within your application! Special folders and/or binders are not recommended as they only make it more difficult and cumbersome to process your application.

**Mail to** College of Western Idaho, One Stop Student Services, MS 3000, P.O. Box 3010, Nampa, ID 83653. Or **hand-deliver to** One Stop Student Services, College of Western Idaho, 2407 Caldwell Blvd., Nampa, ID 83651, or one Stop Student Services, College of Western Idaho, 9300 W. Overland Road, Boise, ID 83709 . Your hand-delivered submission will be date and time stamped and a receipt of submission will be given to you.

**NO ADDITIONAL MATERIALS WILL BE ACCEPTED TOWARD YOUR APPLICATION AFTER SUBMISSION OF YOUR PACKET.**