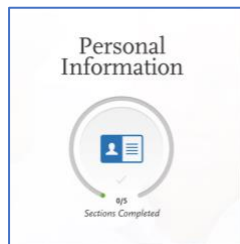


# AHCAS & HCML application Instructions

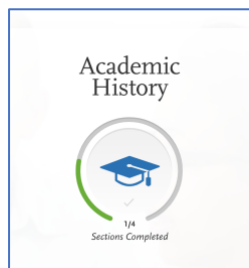
Healthcare Management & Leadership (HCML) is a selective admission program of Bellevue College. HCML uses the AHCAS system to manage all program applicants. The AHCAS system allows students to apply for numerous Allied Health related programs from schools across the nation. These instructions are for the HCML program specifically. If you choose to apply to multiple programs, you may need to complete additional steps or requirements for those additional programs. HCML is not responsible for tracking those differences. π

- [Apply to Bellevue College \(link\)](#).
- Create an [AHCAS username & log in \(link\)](#) .
- Search for Bellevue College & select the + to the left of the Healthcare Management & Leadership program. Click continue.

## My Application



- Please complete all required fields & as many of the non-required fields as you would like. Biographic, citizenship, race & ethnicity information is not used in the admissions process.

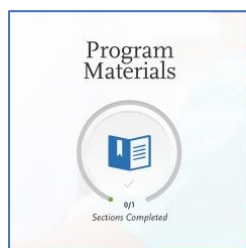


- High School Attended** – not required for HCML
- Colleges attended** – Please enter in all colleges attended whether a degree was completed or select courses where taken. You do not need to upload transcripts for the HCML program however, if you are applying to multiple programs, you may be required to meet the requirements of another program who does require transcripts.
- Transcript entry** – Please enter in all courses completed at all institutions.
  - Submit all transcripts to Bellevue College
  - Complete the [Transcript Credit Review form \(link\)](#)
- Standardized tests** – The HCML program does not require any standardized test scores.



- Evaluations** – The HCML program requires at least two evaluations. Many students complete three to ensure all evaluations are completed on time.  
Evaluator One: \_\_\_\_\_ Due Date set: \_\_\_\_\_  
Evaluator Two: \_\_\_\_\_ Due Date set: \_\_\_\_\_  
Evaluator Three: \_\_\_\_\_ Due Date set: \_\_\_\_\_
- Experiences** – HCML students are not required to complete this section and may choose “I am not adding any experiences”
- Achievements** – HCML students are not required to complete this section and may choose “I am not adding any experiences”
- License or Certification** – RAIM concentration students must upload a copy of all healthcare certifications held. This includes ARRT, ARDMS, etc. This does not include CPR or first aid certifications. **General** concentration students may upload any healthcare or professional certifications here that may count towards your degree. These include CNA or Certified Medical Assistant licenses.
- Essay** – the HCML program does not require this section. You may put N/A here is you are only applying to the HCML program.
- Release Statement** – please complete required fields

### Documents –



- Personal statement** (no more than 500 words) discussing your work experience; your personal and professional goals; any specific or unique attributes that you will bring to the program; any challenges or hardships you have overcome in pursuing your educational or work goals; and how your educational and/or professional experiences, background or philosophy demonstrate your commitment to diversity and equity, and how these prepare you to contribute to the community, the healthcare industry, and to Bellevue College. **PDF preferred. File name: StudentName\_PersonalStatement**
- WritePlacer** - Students are expected to demonstrate sound writing skills. Students may be required to work with the Writing Specialist, unless they receive a 6 or above on the WritePlacer exam or gain permission from the Program Chair. This exam is not required for admission. Students can provide a copy of their WritePlacer exam scores in the documents section. Students who do not take the exam will be required to meet with the Writing Specialist or the Program Chair. **PDF preferred. File name: StudentName\_WritePlacer**
- Questions** – Please complete all required questions.