

The application process includes three steps.

STEP 1: Complete the [online application](http://www.citycollege.edu/apply), (www.citycollege.edu/apply) + non-refundable application fee.

STEP 2: Take the Entrance Exam (only if applicable). Applicants should review the Entrance Exam Exemption Criteria to determine/confirm if they are exempt.

STEP 3: Virtual Interview. All documents listed below should be submitted prior to the scheduled interview date.

OFFICIAL HIGH SCHOOL TRANSCRIPTS OR COPY OF HSED/GED/TASC



Applicants who possess an associate's degree or higher are not required to submit a high school transcript or HSED/GED. Per regulation, any applicant who does not hold an associates degree or higher degree is required to submit the final official copy of their high school transcript and/or high school equivalency diploma/GED. Individuals who previously attended an online high school or were homeschooled should contact the Admissions Department to determine eligibility. Applicants who completed high school as their highest level of education in a country outside of the United States must have their transcript evaluated by an agency. The [Evaluation Agency List](#) provides acceptable foreign transcript evaluation agencies.

OFFICIAL COLLEGE TRANSCRIPTS (IF APPLICABLE)

Applicants must provide **official** transcripts for **all** post-secondary institutions attended/completed. An official eTranscript can also be submitted electronically directly from the school. Official transcripts need to be signed and sealed by the institution and mailed to the Admissions Department.



Although not required for admission, the Admissions Department reserves the right to request additional official transcripts at any time during the admissions process. Applicants who attended an institution outside of the United States will be required to submit a course-by-course evaluation. Please refer to the [Evaluation Agency List](#) for acceptable evaluation agencies.

While waiting for your institution to send in official transcripts, you may submit your unofficial transcripts or SAT/ACT scores. These documents are not required for admission, however, will help to expedite the admissions process and determine whether an applicant is exempt from taking all or part of the Entrance Exam (STEP 2).

REFERENCE LETTER



The [Reference Letter Form](#) must be submitted by the individual providing the reference. Reference letters for applicants to the Paramedic Program should be written by an EMS supervisor. For all other programs, it may be written by an employer, colleague, educator, medical professional, religious/ volunteer group leader, coach, etc.

PERSONAL STATEMENT



Personal statements/essays provide applicants with an opportunity to demonstrate their ability to organize and express their thoughts, as well as assist members of the Admissions Committee in becoming better acquainted with the applicant. Personal statements are required for all programs. Essays must consist of 250-500 words and address one of the topics below:

- The applicant's reason(s) for wanting to join the profession.
- A significant personal experience or achievement.

All personal statements should include the full name of the applicant.

The use of ChatGPT or other AI composition software is not permitted and may result in an applicant being rejected from the program.

How to Submit the Above Documents:

All documents should be uploaded to the applicant portal or e-mailed to the Admissions Department (see e-mail addresses below). Log-in information for the portal is provided to applicants within 48 hours of the application being processed.

Only official transcripts should be mailed directly to the Admissions Department using the mailing address listed below. Official eTranscripts can be e-mailed to the corresponding e-mail address below, which varies by campus.

REMINDER: Students seeking exemption from the Entrance Exam should upload their unofficial transcripts or supporting documentation to their applicant portal in order to expedite the exemption review process.

CONTACT INFORMATION FOR ADMISSIONS DEPARTMENT AT CITY COLLEGE (BY CAMPUS):

Altamonte Springs/Orlando Campus: 177 Montgomery Rd., Altamonte Springs, FL 32714
Hollywood Campus: 6565 Taft St., Hollywood, FL 33024
e-mail: admissions@citycollege.edu