



HIA Program Application Checklist

- ___ **Admission to WCU as a Distance Learning Undergraduate.**
- ___ **Official Transcripts for all college courses.** Transcripts of all non-WCU college work are required to be on file with the Registrar's Office. Request all institutions from which you have received academic credit to send official transcripts to Office of Admissions.
- ___ **Intent to Enroll.** Receive 92# and confirm intent to enroll with the Program.
- ___ **HIA Program Application:** complete the application.
- ___ **Attach a copy of each transcript.** They do not have to be official
- ___ **Attach a copy of your RHIT credential verification or plans to take the exam.**
This report is available on the AHIMA website under credentials.
- ___ **Attach a photo and a copy of your driver's license.**
- ___ **Self-Reflection Questions:** Instructions are provided on the application form.
- ___ **Two (2) references:** Instructions are provided on the application form.
References can follow after your application is submitted.
 - ___ Complete and sign Confidentiality Statement on each form.
 - ___ Provide envelopes stamped and addressed to the HIA Program Director for each of your references.
- ___ **Student Information and Conditions of Participation read and signed.**
- ___ **Signatures:** Be sure to sign the following
 - Application
 - Student Information and Conditions of Participation
 - Reference form confidentiality statement for each reference
- ___ **Make copies for your file:** It is suggested that you make copies for your own file.
Also keep this checklist for your records.
- ___ **Mail completed application** to the HIA Program Director