



**RADIANS  
COLLEGE**

1025 Vermont Avenue, NW  
Suite 200  
Washington, DC 20005  
Tel: 202-291-9020  
Fax: 202-291-8013

**ASSOCIATE DEGREE PROGRAM  
APPLICATION CHECKLIST  
&  
INSTRUCTIONS**

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**PART I. Submit these now to start the application process:**

- Application Form.**
  - Must be fully completed and signed.
- Application Fee -- \$100 (non-refundable)**
  - Fee must be paid in cash, money order or cashier's check.
- Placement Exam Fee -- \$50 (non-refundable)**

**PART II. Arrange for these items to be sent to the Director of Admissions immediately:**

- Secondary School official academic records or GED test scores.**
- College Transcripts for all courses taken at a college or university.**
  - Official transcripts must be mailed directly from the college or university to Radians College Director of Admissions. The documents must be on tamperproof transcript paper or have a raised school seal. The envelope must be signed sealed with a signature over the seal flap
  - **Foreign Transcripts:** Students must obtain an independent foreign credentials evaluation for individual transfer courses from Education Credential Evaluators, Inc. (ECE), P.O. Box 92970, Milwaukee, WI 53202-0970. Telephone: 414-289-3400. Fax: 414-289-3411. [www.ece.org](http://www.ece.org)
- Two character references.** (Forms and return envelopes are enclosed.)
  - Obtain references from a former teacher and an employer. (See form for details).
  - Be sure to affix first-class stamps before you give the forms for the references.

**PART III. Arrange for the following when you are invited for your Admissions Interview:**

- Program deposit -- \$1,450**
  - To be paid at the time of the admission interview to hold a place in the program.
  - Payment can be in the form of credit card, cash, money order or cashier's check.
  - This amount will be refunded if you withdraw your application or are declined admission.

**NOTE:** The following items will be required prior to enrollment for any **clinical nursing courses:**  
(1) Current health certificate; (2) Documentation of required tests and immunizations; (3) Drug test;  
(4) Background check; and (5) Current CPR Certificate for Health Care Providers.

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**All application materials must be submitted to the following address:**

**Director of Admissions & Records**  
Radians College  
1025 Vermont Avenue, NW  
Suite 200  
Washington, DC 20005