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SEATTLE CAMPUS
9709 Third Avenue NE, Ste 400
Seattle, WA 98115
(206) 322-6100 • Fax (206) 328-2629
pmi.edu

LISA RAMIREZ
Campus Director

March 31, 2026

Dear Michelle Cha,

It is my pleasure to inform you that you have been accepted into the Dental Hygiene Program! Congratulations on reaching this amazing milestone. Your classes will commence on **June 3, 2026**.

As an accepted candidate of the PMI Dental Hygiene Program, you must complete the following steps to confirm your placement in Cohort 21, for the graduating class of 2028:

1. On or before **April 10, 2026** you will be contacted by our Admissions Team to process the enrollment paperwork. It is your responsibility to make yourself available to schedule this appointment, if you do not schedule by April 10th, *your position in the program will be forfeited*.
2. There is a transcript review fee of **\$150.00** if you plan to transfer credits. This fee is due at the time of your admissions enrollment appointment.
3. Once enrolled, a separate appointment with Student Finance services will be required. An appointment with financial services is mandatory, regardless of your financial aid status.
4. If you are requesting to transfer credits, please inform your admissions representative when you are contacted to begin the process. **ONLY** the courses listed in *italics* in the PMI course catalog can be considered for transfer credit. No other courses will be considered. These courses are listed below.
 - *BIO 115 – Anatomy & Physiology*
 - *BIO 145 – Microbiology & Immunology*
 - *CCM 145 – Communications & Composition*
 - *CHM 125 – Chemistry/Biochemistry*
 - *PSY 125 – Psychology*
 - *SOC 110 – Sociology*

You will be advised of the specific information that is required for transfer credit evaluation. Please ensure that ALL criteria are met for each course you are requesting for transfer credit evaluation. **Please note: The course description submitted must match the transcript date from the year the course was taken.** Ex: Do not submit a course description from 2022 if you took the course in 2020. The course description for the course(s) you are requesting to transfer must meet all course descriptions for the course provided by PMI. Please evaluate this carefully. Courses may have the same name but may not have the same course description.

Example: The chemistry course required for the program is Chemistry/Biochemistry. If you are requesting to transfer out of Chemistry/Biochemistry, you must have taken Chemistry and Biochemistry. A Chemistry without a biochemistry component will not transfer. Likewise; CCM 145 requires you have taken both Communications and Composition. Please read the course descriptions in Pima's course catalog for a detailed description and guidance prior to submitting a transfer request.

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5. Complete a background check **by May 22, 2026**. *A background check is required prior to enrollment in the dental hygiene program.* A Standard Background Check is to be ordered immediately upon acceptance into the Program at www.compliancepmi.com.
6. A physical exam is required. Please complete the enclosed Health Data & Physical Exam form as soon as possible. Part II must be filled out by your healthcare provider. Scan the completed form and email it as a PDF to SEADHAdmissions@pmi.edu, **by May 22, 2026**.
7. Complete all the required immunizations and submit the official documentation to SEADHAdmissions@pmi.edu **by May 22, 2026**. Please see the attached immunization instructions and checklist to help ensure nothing is missed.
8. Attend the mandatory Orientation on **Monday, June 1, 2026**, from 9:00 am - 3:00 p.m. The orientation will be held on campus. Additional information will be sent out in May via your email on file. Please be aware, if you do not attend Orientation, you will be *forfeiting your place in the program*.
9. All fees associated with required background check, physical exam, and vaccinations are the student's responsibility. **To ensure your seat in the class, you must complete all required vaccinations and submit proof of vaccinations by the designated time to Tamara Bogoljubskij Benitez at SEADHAdmissions@pmi.edu**

Congratulations once again on your accomplishment of being accepted into the Pima Medical Institute Dental Hygiene Program! For questions regarding admission to the program including transfer credits, please email your admissions representative. For questions regarding immunizations, background check, or orientation date, please email the degree program assistant, Tamara, at SEADHAdmissions@pmi.edu

Regards,

Carmon Stone M.Ed., RDH
Dental Hygiene Program Director
Pima Medical Institute – Seattle

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