

## Admissions during the COVID pandemic:

The Eastern School's admissions standards reflect the institution's commitment to maintaining the highest standards of educational excellence. During these unprecedented times, the application/admissions process at ESATM will enact the following guidelines.

- 1. Online application: www.esatm.edu
- Payment of \$50.00 application fee via email. Please fill out the credit card form with payment information. To request a form please send an email to kwilliams@esatm.edu
- 3. Request official electronic transcripts (etranscripts) from your prior postsecondary education for submission to Kelly Williams <a href="mailto:kwilliams@esatm.edu">kwilliams@esatm.edu</a>
- 4. Three letters of recommendation are submitted via email. Applicants can send the letters or the references can send the letters directly to <a href="mailto:kwilliams@esatm.edu">kwilliams@esatm.edu</a>
- 5. The 2-4 page assigned topic essay sent via email <a href="mailto:kwilliams@esatm.edu">kwilliams@esatm.edu</a>
- 6. All applicants under the age of 30 must submit their vaccination records via email <a href="mailto:kwilliams@esatm.edu">kwilliams@esatm.edu</a>

Applicants will be notified via email as application materials are received. Once applications are completed students will be notified of their acceptance through email.

Please be aware that the administration is working remotely, therefore email is the primary contact. Submissions through postal mail will not be processed in a timely manner. Callin questions and voicemails will not be responded to until the administration returns to the campus.

Please contact me if you have any questions.

Stay safe and healthy!

Kelly Williams, M.S. Ed Director of Admissions kwilliams@esatm.edu