

AAMI ONLINE APPLICATION - GUIDE TO COMPLETION

Go to www.funeraleducation.org

1. Click on AAMI
2. You are now on the Homepage. Go to either Online Program or Campus Program. On the drop down menu click on Application Access.
3. Page says Create Online Application
4. Answer All Questions and Hit Submit.

5. Next page will be Create Online Application
6. Click where it says *Here* on the second line.

7. On next page click Prospective Student on the left.
8. Answer all questions on this page. Where it says Program Code click on Funeral Service. After you answer all questions hit submit.

9. Next page will say Submission Processed Successfully.
10. Hit Return.

11. You are now back on the Home Page.
12. Go to either Campus Program or Online Program.
13. Go to the drop down menu and click on Apply Online (Campus) Now.
14. This will take you to the page that says Online Application Access.
15. Click Continue An Online Application in Progress.

16. Next page will say Online Application Access
17. Fill in your e-mail address and your pin.
18. Hit Login.

19. Next page – Online Application
20. At the top of the page the box that says Personal Information is highlighted. This is the first page you will complete. When done hit Save and Continue.

21. Next page – Additional Questions on top of page is highlighted.
22. Answer all questions.
23. IF YOU DO NOT ANSWER ALL QUESTIONS ON THIS PAGE YOU WILL NOT BE ABLE TO CONTINUE.
24. Hit Save.

25. After you hit save hit Educational Background at the top of the page.

26. Fill in your high school and answer all questions.

27. Hit Save.

28. Next fill in college you attended and answer questions. Hit Save.

29. If you attended more than one college just keep entering the information and hitting save after each school.

30. Next click on Employment Box at the top of the page.

31. Fill in your employment information then hit save. If you want to put in information for more than one place of employment enter the information and hit save after each job.

32. Next will be References at the top of the page. Click on References.

33. Fill in information for first reference and hit save.

34. Complete information for second reference and hit save.

35. Click Additional Information on the top of the page.

36. If you have any additional information you would like to share you can complete this page (ex. If you have a learning disability you would like us to know about, etc.)

37. Hit save and continue.

38. Next Page is SAT and ACT.

You do not have to complete this page.

39. Just hit save and continue.

40. Next Page will be Academic Program.

41. Click on Funeral Service.

42. Pick Semester from Drop Down Menu.

43. Click on Semester preferred

44. Click on Campus (online, campus, military etc.)

45. Hit save.

46. Next hit Submit Application on top.

47. Check to make sure answers are correct.

48. Hit submit application.

49. It will then ask if you are sure you want to submit the application.

50. Click OK.

51. Please email aloveder@funeraleducation.org when you have completed the application.

**For further help please contact the admissions department at
American Academy McAllister Institute
619 West 54th Street, 2nd Floor
New York, NY 10019
Phone 212- 757- 1190
Fax 212-765-5923
Email alanloveder@funeraleducation.org**