



Welcome!

Dear Applicant,

Thank you for your interest in the Institute of Structural Medicine. We are passionate about the integration process and are looking forward to meeting our next group of students eager to undergo this transformational experience.

The application process has been designed for us to get a better sense of who you are and what you are seeking in life and in our school. We recommend giving these materials your fullest attention, both in answering the questions and in reviewing the materials. In this way everyone involved can make the best decision as to whether this is the right school for you.

Enclosed in this packet you will find the following items:

- **Checklist** – this will guide you through the application process and provide a road map of important tasks to complete throughout the training program
- **Information & Contacts** – a list of important contact information for your reference throughout the application process and training program
- **Required Books & Software** – this list of required and recommended books and software is for your reference throughout the program
- **Enrollment Application**
- **Enrollment Contract Agreement, and Annexes A–E**
- **Documentation Forms** for structural integration bodywork received and performed

If you have any questions about this process or about the school please do not hesitate to contact us.

We look forward to receiving your completed application materials.

Sincerely,

A handwritten signature in black ink that reads "Donna Bajelis".

Donna Bajelis, Director
(206) 713-9758 Cell
donnabajelis@gmail.com



Application Process Checklist

This checklist is designed to help you keep track of your application and registration process, including:

- Contract Documents
- Prerequisite Requirements
- Scheduling Meetings
- Making Deposits and Payments

The ISM Administrator of Admissions and faculty are here to assist you in this application process and answer any questions you have. This checklist also provides a road map of things you will need to do as you progress through the SMS™ Training Program.

Submit Application Items to ISM in a Tabbed Three-Ring Binder

Mail one binder to ISM, and keep a duplicate of this binder to bring to your selection committee interview.

Please Place All Items in a Three-Ring Binder With These Tabs:

- Application Form
- Letters of Recommendation
- Photographs
- Enrollment Contract
- Annexes A, B, C, D & E
- Documentation of Structural Integration Bodywork Sessions

Deadline for Application:

Please contact Donna Bajelis at (206) 713-9758 for current deadline.

Submit To:

Institute of Structural Medicine
4242 East Mercer Way
Mercer Island, WA 98040

Include \$550 Application and Selection Committee Fee:

Make check for the \$550 non-refundable fee payable to Institute of Structural Medicine

Bring Duplicate Binder to Selection Committee Interview

Duplicate all *completed* application forms and contracts and make a second copy of the binder. Bring this binder to your Selection Committee Interview, then keep for your own reference.

Additional Tabs for this Binder:

In addition to the items listed at the left, add the following tabs to the front of your binder:

- Welcome Letter
- Checklist*
- Information & Contacts

***Refer to the checklist often, to guide you through required steps during the training.**

Questions?

Our staff will be happy to answer your questions. Contact us at:

Donna Bajelis, Director:
(206) 713-9758 Cell – preferred
donnabajelis@gmail.com

(206) 275-0458 Fax
www.structuralmedicine.com

Prerequisites

- You must be at least 25 years of age to enter the SMS™ training program (or waiver from ISM selection committee).
- You must have a minimum high school education and diploma or equivalent certificate.
- You are required to receive a minimum of ten structural integration bodywork sessions from a Structural Medicine Specialist,™ Hellerworker, Rolfer, Soma, KMI or certified SI practitioner prior to the first day of instruction at ISM. Cost varies with the practitioner's rate (non-negotiable).



Application Process Checklist continued

Application Process

- Download SMS™ Training Program application package from our website or request from ISM. The application package includes the following:
 - Welcome Letter
 - Checklist
 - Information and Contacts
 - Application Form
 - Enrollment Agreement Contract, plus the following:
 - Annex A: Program Agreement
 - Annex B: Cancellation and Refund Policy Agreement
 - Annex C: Complaint Procedures & Remedies Agreement
 - Annex D: Structural Medicine Specialist™ Certification Agreement
 - Annex E: Private Vocational School Acknowledgment Enrollment Notice to Students
 - Documentation of Structural Integration Bodywork Sessions Form (non-negotiable)

Read the ISM Catalog, available online at: www.structuralmedicine.com

- Read and review SMS Contract Agreements, including:
 - Estimated Training Program Costs
 - Payment Schedule
 - Application Requirements
 - Cancellation and Refund Policies
 - SMS Certification

Please discuss any issues or questions with Donna Bajelis, Director. It is very important that you become familiar with all of the information in the contract documents. This checklist is designed to help you through the application process and all necessary requirements.

- Obtain 4 full body photographs of yourself (front, back, both sides), wearing a bathing suit or underwear, to submit with your application form.
- Obtain a minimum of two letters of recommendation to submit with your application. One letter must be from a professional medical practitioner or certified licensed bodyworker. The second letter must be from a personal friend or associate. *More than two recommendation letters are encouraged.*
- Complete the Application Form, Enrollment Agreement Contract and Annexes (A, B, C, D, E), and place in a tabbed binder. Make a second binder for your Selection Committee Interview and to keep for your own reference after the interview. Refer to the instructions in the boxes on page 2.

More on next page.

Please Read the Following Documents Carefully Before Applying to ISM:

- Application Process
- Training Requirements Checklist
- Required Book List
- Contacts & Information
- Enrollment Contract

Download documents at:

www.structuralmedicine.com/future-students/application-process



Application Process Checklist continued

Application Process continued

- Submit Application Binder and \$550 Application and Selection Committee Fee to ISM. See instructions in boxes on page 2.

All forms and contracts must be completed, signed and initialed by the applicant before you schedule the selection committee review meeting with the ISM Director. The contract documents will not be effective until the ISM Director signs and dates the documents. Refer to the instructions in the boxes on page 2.

- Schedule ISM Selection Committee Interview with the ISM Director. Each applicant is required to schedule and complete the ISM Selection Committee interview. During this interview, the committee will ask you about your physical, emotional and financial readiness to enter the training, as well as your commitment to the training. In addition, the Institute of Structural Medicine will consider your initiative, confidence, presentation and clear acceptance of ISM contractual agreement conditions. You will also be evaluated for your willingness to participate in your personal growth and self-evaluation. Each applicant will receive a separate interview.

ISM Selection Committee Interviews must be pre-arranged by the student with the ISM Director. *Call to make an appointment with Donna Bajelis, Director at (206) 713-9758.*

To Be Completed Before Training Begins

Please see the **Training Requirements Checklist** for a list of items that **must be completed before training begins**, after your acceptance into the program. The document is available on our website at www.structuralmedicine.com/future-students/application-process.



Structural Integration Bodywork Series Received

Before you begin the SMS™ training, you are required to receive a minimum of ten structural integration bodywork sessions from a Structural Medicine Specialist,™ Hellerworker, Rolfer, Soma, KMI or certified SI practitioner. The structural integration series must be received no more than two years prior to the beginning of the ISM training.

Additionally, it is required for each graduate to receive one full structural integration series (10–12 sessions) every five years at the minimum.

Please fill out the information below to provide documentation of the required SI series, and attach a copy of the Structural Integration Practitioner’s certification from the IASI.

I certify that I, _____ have received _____ sessions
STUDENT APPLICANT NAME

of _____
TYPE OF BODYWORK SESSION

performed by _____
NAME OF PRACTITIONER

from _____ to _____
MONTH DAY YEAR MONTH DAY YEAR

STUDENT APPLICANT SIGNATURE MONTH DAY YEAR

PRACTITIONER SIGNATURE MONTH DAY YEAR