



Auto Technology Program Application Checklist

CHECK EACH ITEM BELOW AS YOU COMPLETE REQUIREMENTS.

___ **Complete an Application for Admission at www.raritanval.edu/admissions.** There is a \$25 application fee payable by credit card. You will receive a pending letter of acceptance within 2 weeks of the online application. View application deadlines at www.raritanval.edu/ce/wfd/autotech/dates_deadlines.html

___ **Attend an Auto Tech information session.** The session will explain the program in detail and give you the opportunity to ask questions. You will receive an automotive technology program information packet during the session. Dates, times and locations can be found at www.raritanval.edu.

___ **If you seek financial aid** you must complete your private loan applications with your bank or lending institution as soon as possible. You MUST coordinate your payments with the financial aid office for any payment plans. The Automotive Technology program is not eligible for federal financial aid.

___ **Submit official final high school transcript** to the Admissions Office, P.O. Box 3300, Somerville, New Jersey 08876-1265. The official transcript must have the school's seal and be in an unopened envelope. GED graduates must provide a GED Score Report or diploma.

___ **Submit previous college official transcript(s)**, if any, to the Office of Enrollment Services, P.O. Box 3300, Somerville, New Jersey 08876-1265.

___ **Submit immunization record (full-time students only)** - Submit to the Admissions Office, documentation that you've had measles, mumps and rubella (MMR) and Hepatitis B vaccinations in accordance with State of New Jersey immunization requirements. For more information on immunization and to download a form for your doctor, see www.raritanval.edu/admissions.

___ Submit a copy of **your driver's license** to the Admissions Office in person, or by fax to 908-429-4314.

___ **Schedule an interview** by calling Jason Jones at (908) 526-1200 x8507 or Marc Kydd x8500. You may also email to Jason.Jones@raritanval.edu or Mark.Kydd@raritanval.edu

___ **Attend an interview.** Prepare for this interview as you would a job interview: be prepared to explain why you should be accepted into the RVCC Auto Tech program and why you are interested in a career as an Automotive Technician. The interview will be approximately 45 minutes.

___ **Complete placement testing** at the RVCC Testing Center, located just to the left of the main reception desk on the main (Branchburg) campus. You will need a photo ID and your student ID (G#). You will be given Math and English placement tests. College transcripts or high SAT's might exempt you from the Math and English parts of the testing. Allow approximately 2 hours for testing. We recommend that you prepare for the placement tests ahead of time by studying for the Math and English portion. For test prep go to the practice test at <http://www.raritanval.edu/pstudents/applynew.html>. Step 2, then click on the "visit online" link at the bottom of Step 2. The Testing Center hours are found in Step 2. <https://accuplacer.collegeboard.org/students>

MINIMUM REQUIREMENTS FOR ADMISSION - Admissions are competitive; fulfilling the minimum entrance requirements does not guarantee acceptance to the program.

- 1) Completed the steps on the checklist printed above.
- 2) Able to lift 50 lbs. or more from variable positions.
- 3) Have valid driver's license that should have 3 or fewer points against it.
A negative driving record can impact your employment placement.
- 4) Able to stand extended periods of time working with your arms over your head.
- 5) Able to work in non-environmentally-controlled (hot and cold) climates.
- 6) Readiness to complete payments on time.

This program is made possible thanks to support from, and partnership with, the U.S. Department of Labor TAACCCT Grant whose purpose is to facilitate greater employment by improving education. Click here for more information.