



Office of Admissions and Records
851 30th Ave. SE
Rochester MN 55904-4999

Automotive Mechanic Technician Program (AMT) Application

*This application will be kept on file for two AMT admission cycles – if you are not admitted after two admission cycles, you will need to re-apply.

PERSONAL DATA – All AMT correspondence will be mailed to this address:

NAME: _____ STUDENT ID: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ E-MAIL: _____ I am a: New Former Current RCTC student

AMT PROGRAM: AMT Diploma

AMT ADMISSION REQUIREMENTS

All prerequisites must be successfully completed prior to the admission in AMT programs.

Please put an “X” in each box below that applies.

- READ 0900 Score Achieved on the Placement Exam OR Completion of READ 0800 with a “C” or better.
- By checking this box, you are verifying you have completed the college assessment tool and have scored a minimum of READ 0900 OR you have completed READ 0800 with a minimum grade of ‘C’ or better. Print and attach your Degree Audit Report, which you can print from the web portal, as evidence of completing this pre-requisite. You may also attach an Accuplacer score report or college transcripts.

TRANSFER STUDENTS

- Submit final official transcripts from **ALL** previously attended colleges and, your high school transcript.
 - Your most current final official transcripts need to be on file at RCTC prior to the application for admission to the AMT program.

NEW STUDENTS (No previous college experience)

- Submit a final official high school transcript with graduation date or GED.
- Submit placement test results (attach to this application)
 - You must test into READ 0900 to be eligible for admission to the AMT program.

TRANSCRIPTS

- Only OFFICIAL transcripts will be considered.
 - Please request that the high school or college(s) mail the transcript(s) directly to RCTC.
 - If delivered by you, final official transcript(s) MUST be sealed in an envelope from each school.
- UNOFFICIAL and INCOMPLETE transcripts will NOT be considered.
 - Faxed transcripts are unofficial.
 - A broken or tampered envelope seal is unofficial.
 - Missing grades, **grades of incomplete “I”** and missing graduation dates, will be deemed incomplete.
- Evaluation of credits is based on receipt of official transcript(s) and is done automatically. Upon completion, a degree audit report (DARS) will be e-mailed to you. Please allow 4 weeks from the date we receive your official transcript(s).

INFORMATION UPDATES

- Please contact Admissions/Records at (507) 285-7268 with any contact information updates.
 - All correspondence will be sent to the address/contact information you provided on the front of this form.
 - Please print clearly (especially email addresses).
- Every applicant will receive an admission status letter.

ADDITIONAL RESOURCES

- AMT Program Sheet: <http://www.rctc.edu/catalog/programs/AutoMechDipl09.pdf>
- AMT Program Course Descriptions: <http://www.rctc.edu//catalog/courses/index.html>

Thank you for your interest in the Automotive Mechanics Technician Program at RCTC!!

STATEMENT OF UNDERSTANDING

By signing below, I agree to the following:

1. I have an active admission status at RCTC AND I am in Good Standing with the college and its partners.
2. I have submitted final official transcripts from all previously attended colleges AND verified completion of high school or GED.
3. I have carefully read and understand the AMT Admission Requirements including prerequisites, application, admission, first semester requirements, and AMT program student requirements.
4. I understand that RCTC will keep this program application for two AMT admission cycles, and that I will need to re-apply only if I was not admitted into the program after these two terms.
5. I understand that once a program seat is available for me that I will need to make a \$100 deposit at that time. I will be informed about the time in which I need to make the deposit and where to make the deposit.
6. A RCTC official e-mail address is required for verification of receipt of application and course/program communication.
7. **Incomplete applications will not be accepted.** (Blank line = incomplete application)

Signature: _____

Date: _____