



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 0840 Score Achieved on the Placement Exam

- By checking this box, you are verifying you have completed the college assessment tool and have scored a minimum of READ 0840 OR you have completed prior college level English coursework 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 0840 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 Department Website: <http://www.rctc.edu/program/hit/index.html>
- 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: _____