



APPLICATION INSTRUCTIONS

Questions? Call 1-800-442-8821 or email admissions@vtc.edu

How to Apply to Vermont Technical College

The admission process involves a total picture of all applicants. It includes a review of all transcripts; letters of recommendation; prior work or extra-curricula experience; and performance on standardized tests, if applicable. Admission is offered to those candidates whose credentials indicate the greatest promise of success in their chosen academic pursuits.

Please refer to the attached chart for recommended math and science preparation for particular programs at Vermont Tech. While campus visits and interviews are not required for most programs, they are encouraged and may be requested.

Applicants who do not meet the normal admission requirements may be admitted on a provisional status. Provisional acceptances may include such requirements as summer coursework prior to entering Vermont Tech or additional coursework while enrolled at Vermont Tech.

Application Deadlines

Vermont Tech's policy of "rolling admissions" means that we process applications throughout the year until we determine that we have filled each semester's class. We reserve the right to close admission once the class is filled. Applicants will be notified promptly of admission status after a review of a student's complete file. Because admission to selected programs is competitive, decisions on completed applications are normally made on February 1st for Practical Nursing and Veterinary Technology; on February 15th for Respiratory Therapy; on March 1st for Dental Hygiene; on March 15th for the Associate's Degree in Nursing; and April 1st for VAST. After the initial round of reviews, complete files are reviewed on a rolling admissions, space-available basis.

Admission Deposit

Accepted students must remit a tuition deposit of \$200 (\$500 for International students) on or before May 1st for the fall semester or December 15th for the spring semester. After these dates, deposits will be accepted on a space-available basis. The deposit is credited toward the first semester's bill. Deposits are non-refundable after May 1st.

Testing Requirements

All freshman admission candidates are required to take either the SAT I or the ACT. Applicants who are already out of high school are not normally required to take either exam. The College Entrance Examination Board Code for Vermont Tech is 3941.

First-Year Applicants

- ✓ Completed application (please type or print)
- ✓ \$42 application fee (payable to Vermont Technical College)
- ✓ Official high school transcript with at least the first marking period grades of the senior year or official scores from a high school equivalency exam (G.E.D.)
- ✓ SAT I or ACT results (International students also must submit TOEFL, ELPT, or APIEL scores for English as a Second Language)
- ✓ International students should apply early to allow for possible delays in visa processing and must provide an original bank statement indicating their ability to pay one year's expenses

Transfer Applicants

- ✓ Completed application (please type or print)
- ✓ \$42 application fee (payable to Vermont Technical College)
- ✓ Official high school transcript or official scores from a high school equivalency exam (G.E.D.) and SAT I or ACT results, if available
- ✓ Official transcript(s) from all colleges previously attended, whether seeking transfer credit or not
- ✓ Completed Dean's Report from previous institution(s) (required only after acceptance is confirmed)

Nursing, Dental Hygiene, and Respiratory Therapy (Fall Applications Only)

- ✓ Completed application indicating preferred site for admission (please type or print)
- ✓ \$42 application fee (payable to Vermont Technical College)
- ✓ Official high school transcript or official scores from a high school equivalency exam (G.E.D.) and SAT I or ACT results, if available
- ✓ Official transcript(s) from all colleges previously attended, whether seeking transfer credit or not
- ✓ Two letters of recommendation, dated within the past 6 months, on letterhead, that address your work ethic, communication skills, potential for adaptation to a fast-paced clinical environment, and potential to competently and compassionately deliver health care to clients across the lifespan. Letters from friends and family members cannot be accepted.
- ✓ Vermont Tech Placement Tests: Acceptance guidelines include placement into freshman level English and minimum Accuplacer scores of 70 for arithmetic and 40 for algebra (RSP degree requires an algebraic minimum score of 50). Testing may be waived if an applicant has previous assessment testing from another Vermont State College or if the applicant has approved transfer credit in math and English. Please contact the Admissions office for decision
- ✓ (Nursing only) Prior to the start of classes, provide proof of current Health Provider CPR (CPR designated for health care personnel) and a criminal background check
- ✓ (Nursing only) If returning to complete the Practical Nursing program after a year or longer, students must repeat all nursing clinical courses in the program

Additional Requirements: AS in Nursing

- ✓ Submit a copy of your current LPN license (without any sanctions/restrictions)
- ✓ If a graduate of a non-college PN program or a graduate of a Vermont LPN program prior to 1997, you must show completion of college-level equivalency for Anatomy & Physiology (8 credits), Nutrition (3 credits), and Concepts of Human Growth & Development (3 credits)
- ✓ Pass the PN National Council Licensure Exam (N-CLEX) prior to entry
- ✓ If a current PN student, you must attain a first semester PN GPA of 3.2 or higher and a second and third semester GPA of 3.0 or higher. If a PN graduate, you must have a GPA of 3.0 in your PN coursework: BIO-2120, ENG-1061, MATH-1040, PSY-1010, and an approved Arts/Humanities elective may be taken after PN graduation to improve your GPA to a 3.0 level
- ✓ If a current PN student, provide clinical assessments from all nursing clinical faculty. If a PN graduate, provide recommendations from two healthcare employers/colleagues on letterhead that address your clinical competence, work ethic, potential transition to RN role, particularly with respect to leadership, management, and accountability, and interpersonal skills.

Bachelor's Degree in Dental Hygiene

- ✓ Completion of Associate's Degree in Dental Hygiene program with a minimum GPA of 2.5
- ✓ Any non-DHY designated course for the 3rd-4th year can be taken in advance to improve your GPA

APPLICATION INSTRUCTIONS, CONTINUED

Vermont Academy of Science & Technology

If you are a high school junior and applying to this accelerated high school program, submit:

- ✓ Completed application (please type or print)
- ✓ \$42 application fee (payable to Vermont Technical College)
- ✓ Official high school transcript with at least the first marking period grades of the junior year or homeschool plan

- ✓ PSAT or SAT I or ACT results
- ✓ Two letters of recommendation
- ✓ Personal Interview
- ✓ On a separate page, please write an essay discussing the following things: Why are you applying to the academy? What are your academic and career goals? How do you think attending the academy will assist you to reach these goals? What can you contribute to the Vermont Tech community?

PLEASE NOTE: The deadline for a completed VAST application is April 1st.

ADMISSION GUIDELINES

Vermont Tech Academic Program	Level	Mathematics, Science, Other Requirements (in addition to English & History/Social Science normally required for high school graduation)
• Agribusiness Management Technology	AAS	algebra I; algebra II recommended; two years of science (chemistry preferred)
• Architectural & Building Engineering Technology	AAS	algebra I; algebra II; geometry; lab physics or lab chemistry (physics preferred)
• Architectural Engineering Technology	BS	Completion of Vermont Tech's AAS program in Architectural/Building or Civil/Environmental Engineering Technology (or equivalent)
• Automotive Technology	AAS	algebra I and geometry; algebra II recommended; lab physics or lab chemistry recommended
• Business Technology & Management	BS	Two-year degree in Applied Science or Engineering; computer skills including proficiency in keyboarding, word processing, and spreadsheets
• Business Technology & Management	AAS	algebra I; algebra II recommended
• Civil & Environmental Engineering Technology	AE	algebra I; algebra II; geometry; lab physics or lab chemistry
• Computer Engineering Technology	AE	algebra I; algebra II; geometry; lab physics or lab chemistry (physics preferred)
• Computer Engineering Technology	BS	Completion of Vermont Tech's AE in Computer Engineering Technology or equivalent
• Construction Management	AAS	algebra I and geometry; algebra II recommended; lab physics or lab chemistry recommended
• Construction Management	BS	Completion of Vermont Tech's AS in Construction Management or equivalent
• Dairy Farm Management Technology	AAS	algebra I; algebra II recommended; two years of science (chemistry preferred)
• Dental Hygiene**	AS	algebra I; geometry; algebra II; biology w/lab; chemistry w/lab; Minimum Accuplacer scores of 70 for arithmetic and 40 for algebra; freshmen English placement; two letters of recommendation
• Dental Hygiene	BS	AS in Dental Hygiene w/2.5 minimum GPA and 2 letters of recommendation
• Diesel Power Technology	AAS	algebra I and geometry; algebra II recommended; lab physics or lab chemistry recommended
• Diversified Agriculture	BS	Completion of Vermont Tech's AS in Agribusiness Management Technology or Dairy Farm Management or equivalent
• Electrical Engineering Technology	AE	algebra I; algebra II; geometry; lab physics or lab chemistry (physics preferred)
• Electrical Engineering Technology	BS	Completion of Vermont Tech's AE in Electrical Engineering Technology or equivalent
• Electromechanical Engineering Technology	BS	Completion of Vermont Tech's AE program in Electrical Engineering Technology or Mechanical Engineering Technology (or equivalent)
• Equine Studies	BS	biology; chemistry with lab; algebra I; algebra II recommended
• Fire Science	AAS	algebra I and geometry; algebra II recommended; lab physics or lab chemistry recommended
• Information Technology	AS	algebra I; algebra II; geometry; lab physics or lab chemistry
• Information Technology	BS	Completion of Vermont Tech's AS in Information Technology and Software Engineering or equivalent
• Landscape Design & Sustainable Horticulture	AAS	algebra I; algebra II recommended; two years of science (lab course preferred)
• Mechanical Engineering Technology	AE	algebra I; algebra II; geometry; lab physics or lab chemistry (physics preferred)
• Nursing**	AS	LPN licensure with 3.2 minimum GPA after first semester and 3.0 GPA in LPN coursework or equivalent; Minimum Accuplacer scores of 70 for arithmetic and 40 for algebra; freshman English placement; clinical assessments for current students or 2 letters of recommendation for PN graduates; high school level chemistry (with lab) or college level microbiology
• Practical Nursing**	C	lab chemistry, lab biology, and algebra I (within last 10 years); Minimum Accuplacer scores of 70 for arithmetic and 40 for algebra; freshman English placement; 2 letters of recommendation
• Respiratory Therapy	AS	lab chemistry, lab biology, and algebra I (within last 10 years); Minimum Accuplacer scores of 70 for arithmetic and 50 for algebra; 2 letters of recommendation
• Software Engineering	AS	algebra I; algebra II; geometry; lab physics or lab chemistry
• Software Engineering	BS	Completion of Vermont Tech's AS in Software Engineering or equivalent
• Sustainable Design & Technology	BS	algebra I; algebra II; geometry; lab physics or lab chemistry; or associate's degree in appropriate discipline
• Veterinary Technology**	AAS	biology; lab chemistry; algebra I; algebra II

AAS: Associate in Applied Science
AE: Associate in Engineering
AS: Associate in Science

BS: Bachelor of Science
C: Certificate Program

* Open to industry-sponsored students and offered at the facilities of sponsoring organizations
 ** Applicants urged to apply early to this program; admission competitive.

Detach instructions at dotted line before filling out application



Application for Admission

Return with your \$42 application fee to:
Office of Admissions
Vermont Technical College
PO Box 500 | Randolph Center, VT 05061-0500

BIOGRAPHICAL INFORMATION

Preferred Title: Mr. Mrs. Ms.

Name _____
Last First Middle Nickname

Academic records under another name (maiden or previous); please indicate name(s): _____

Mailing Address: Street/P.O. Box _____ City _____ State _____ Zip Code+4 _____

Permanent Address: Street _____ City _____ State _____ Zip Code+4 _____

State of Legal Residence: _____

Place of Birth: City/Town _____ (Used to provide online services)

If you are a Vermont resident, have you maintained legal residence in Vermont for the last 12 months? Yes No

Are you a U.S. Citizen? Yes No If no, country of citizenship _____

Are you a Resident Alien? Yes No Language spoken at home, if not English _____

Telephone: Home (_____) _____ Work (_____) _____ Cell (_____) _____

Social Security Number _____
(SSN required for financial aid, federal reporting, and last four digits used for online services)

E-mail address _____

The following information is used for statistical reporting to federal agencies to assure equal opportunity for all students. This optional information will not be used by the Admissions Office to make any decisions pertaining to your acceptance. This information will be required upon enrollment.

Male Female

Date of Birth _____ (Used to provide online services)

Ethnicity (please choose only one): Hispanic/Latino Non-Hispanic/Latino

Race (choose all that apply): American Indian/Alaskan Native Asian Black/African American Hawaiian/Pacific Islander White

PROGRAM INFORMATION

I plan to start (Check one): Fall Spring Year _____

I am interested in attending the Vermont Academy of Science & Technology (VAST), an accredited high school program.

Please indicate your first choice of academic program by checking as appropriate below.

Bachelor's Degree

- Architectural Engineering Technology
- Business Technology & Management
- Computer Engineering Technology
- Construction Management
- Dental Hygiene
- Diversified Agriculture
- Electrical Engineering Technology
- Electromechanical Engineering Technology
(Select track): ___ Electrical ___ Mechanical
- Equine Studies
- Fire & Emergency Services Management (fall 2012)
- Information Technology
- Professional Pilot Technology (proposed for fall 2012)
- Software Engineering
- Sustainable Design & Technology
(Select track): ___ Green Building/Architectural
___ Green Energy/Electrical
___ Green Energy/Mechanical
___ Green Site/Civil
___ Green Site/Dairy Farm
___ Green Site/Landscape

Associate's Degree

- Agribusiness Management Technology
- Architectural & Building Engineering Technology
- Automotive Technology
- Business Technology & Management
- Civil & Environmental Engineering Technology
- Computer Engineering Technology
- Construction Management
- Dairy Farm Management Technology
___ 2-year Associate's degree, or
___ 2+2 Vermont Tech / UVM option
- Dental Hygiene (Fall Start Only)
- Diesel Power Technology
- Electrical Engineering Technology
- Fire Science
- Information Technology
- Landscape Design & Sustainable Horticulture
- Mechanical Engineering Technology

Associate's Degree (Continued)

- Respiratory Therapy (Fall Start Only)
- Software Engineering
- Veterinary Technology
- Undeclared
- Other _____

Specify Campus Location*

___ Randolph Center Campus ___ Williston Campus ___ Other _____

*Not all programs are available at every location. Call admissions with questions.

NURSING PROGRAMS - FALL START ONLY

Practical Nursing (LPN)

Locations

- | | |
|--|--|
| <input type="checkbox"/> Main Campus / Randolph Center | <input type="checkbox"/> Morrisville* |
| <input type="checkbox"/> Fanny Allen / Williston Campus | <input type="checkbox"/> Newport* |
| <input type="checkbox"/> Putnam / Bennington Campus** | <input type="checkbox"/> Springfield* |
| <input type="checkbox"/> Thompson / Brattleboro Campus** | <input type="checkbox"/> St. Albans* |
| <input type="checkbox"/> Lyndon / LSC Campus* | <input type="checkbox"/> White River Junction* |
| <input type="checkbox"/> Middlebury* | |

(* Extended Campuses - BIO 1030, 2011, 2012 & PSY 1050 required before entry.)
(** BIO 1030, 2011 & 2012 required before entry.)

Associate's Degree Nursing (NUR)**

Locations

- | | |
|---|---|
| <input type="checkbox"/> Main Campus / Randolph Center | <input type="checkbox"/> Newport |
| <input type="checkbox"/> Fanny Allen / Williston Campus | <input type="checkbox"/> St. Albans |
| <input type="checkbox"/> Putnam / Bennington Campus | <input type="checkbox"/> White River Junction |
| <input type="checkbox"/> Thompson / Brattleboro Campus | |
| <input type="checkbox"/> Lyndon / LSC Campus | |

(** Associate's Degree applications accepted only from those who have attained Practical Nursing licensure or are currently Practical Nursing students)

APPLICATION TYPE

- First year (first time attending any college or university)
- Transfer (previous college credits or coursework)
- Re-admission (previously attended Vermont Tech)

I plan to attend: Full-time Part-time

Will you be applying for financial aid? Yes No

Will you be requesting on-campus housing? Yes No (Randolph and Williston campuses only)

Are you a veteran? Yes No

Will you be applying for veteran's benefits? Yes No If yes, under which chapter? _____

Are you a dependent receiving veteran's benefits? Yes No If yes, under which chapter? _____

Other colleges to which you are applying: _____

How did you first learn about Vermont Tech?

- | | | | | | | |
|---|---|-----------------------------------|--|---|--|--|
| <input type="checkbox"/> Alumnus/Alumna | <input type="checkbox"/> College Fair | <input type="checkbox"/> Employer | <input type="checkbox"/> Family Member | <input type="checkbox"/> Newspaper/Magazine | <input type="checkbox"/> Other publication | |
| <input type="checkbox"/> Radio | <input type="checkbox"/> School Counselor | <input type="checkbox"/> Student | <input type="checkbox"/> Teacher | <input type="checkbox"/> Television | <input type="checkbox"/> Website | <input type="checkbox"/> Coach/Athletics |

Name of above, if known: _____

Names of relatives who have attended or are currently attending Vermont Tech: _____

Have you ever visited Vermont Tech? Yes No If yes, when? _____

EDUCATIONAL INFORMATION

Did you or will you graduate from high school? Yes No If yes, year of high school graduation: _____

If not, do you hold a high school equivalency (GED)? Yes No If yes, date of completion: _____

Homeschooled? Yes No

List high school attended:

<i>Name of High School</i>	<i>City & State</i>	<i>Dates Attended</i>
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Tech Center, if applicable (Vermont residents only): _____

List any high school academic credentials (honors, Dean's List, etc.) and year(s) awarded:

If you have a Vermont State Colleges ID number, please enter it below:

College attended (please check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Community College of Vermont | <input type="checkbox"/> Johnson State College |
| <input type="checkbox"/> Lyndon State College | <input type="checkbox"/> Castleton State College |

PARENT/GUARDIAN INFORMATION *(To determine federal TRIO program eligibility)*

Father (or legal guardian) _____

Mother (or legal guardian) _____

Address, if different _____

Address, if different _____

Telephone number _____

Telephone number _____

Profession/Occupation _____

Profession/Occupation _____

Employer _____

Employer _____

What is your father/guardian's highest level of education?

- did not complete high school
- high school diploma or GED
- some college
- associate's degree
- bachelor's degree
- graduate degree
- other/don't know

What is your mother/guardian's highest level of education?

- did not complete high school
- high school diploma or GED
- some college
- associate's degree
- bachelor's degree
- graduate degree
- other/don't know

Did you live with both parents until you were 18?

- yes
- no

If you did not live with both parents, with which did you live?

- father
- mother
- split time equally between both parents
- neither

I HEREBY DECLARE

I understand that withholding information requested in this application or giving false information may make me ineligible for admission to or continuation at a Vermont State College institution. I certify that the above statements are correct and complete.

Applicant's Signature _____ Date _____

Parent's/Guardian's Signature _____ Date _____

(If applicant is under 18 years of age)

DISCLOSURE INFORMATION

Credits earned at the Vermont State Colleges are transferable to other colleges or universities only at the discretion of the receiving institution.

Information provided on the application form may be shared with other Vermont State Colleges.

Applicants who have any disability (physical or learning) or who have limited English proficiency are encouraged to contact the Admissions Office so that special accommodations can be made to assist students throughout the admissions process and/or in the classroom.

The Vermont State Colleges do not discriminate on the basis of race, color, national origin, sex, religion, age, veteran status, sexual orientation, or disability in employment or the provision of services.

Return with your \$42 application fee to:
Office of Admissions
Vermont Technical College
PO Box 500
Randolph Center, VT 05061-0500

