



## Sinclair Tech Prep 2021-2022 Application Worksheet

Please use this worksheet as a resource to complete the online Sinclair Tech Prep application. To access the application and for more information about Tech Prep, please visit [www.mvtechprep.org](http://www.mvtechprep.org). The application is located on the far right side of the website under:

“2021-22 Tech Prep Application” → Click on the ‘Application’.

**The bold sections below are the Tabs on the online Tech Prep Application. Please use this as a resource to complete an accurate and thorough application. Do NOT start your application until you have everything listed below:**

### **Create Your Account:**

- Use an email that is NOT a school or iCloud email (Gmail, AOL, etc.)
- BE SURE you can access the email to verify your account- necessary to continue the application.

### **WELCOME (student needs to know location and lab instructor):**

- **Location-** Please reference the letter enclosed.
- **Instructor-** This is the instructor who teaches your career tech courses, please reference the letter enclosed.

### **Citizenship Status:**

- If not a current US Resident- you will need your VISA or immigration status information.
  - This information is a requirement for residency purposes for Sinclair Community College and will not be shared with any external entities.

### **Personal Information:**

- Legal Name- enter it as it appears on legal documents
  - Your given name, NOT a nickname or shortened name
  - For example, use Gabrielle NOT Gabby, or Nicholas NOT Nick
- Social Security Number- Be sure to know your SSN
  - This information is a college requirement and will not be shared with any external entities.
- Date of Birth
- Parent/Guardian Information:
  - You only need to list one parent, but need to include their first and last name.

### **Contact Information:**

- Email Address: NOT a school email address (Use the same email that was used to create the account)
- Phone Number (if you want to provide)

- Current Address for which you live:
  - **Street**
  - **City**
  - **Zip code**
  
- Address Start Date= Approximate time you have lived at your home/moved in
  - If less than a year, please provide address prior to current address.
  - Although there is no tuition associated with Sinclair credit earned through Career Tech Education. Ohio Board of Regents requires at least one continuous year's worth of address history, as well as a valid street address, to make a determination about your residency for tuition purposes. If you do not provide this information on your application, your residency may be set to "Out of State resident," and a hold may be placed on your record.

**Education History:**

- Home Schooled- Yes/No
- Career Technology Center Information: Do you attend a Career Center OR attend a high school?
  - YES or NO
- High School Details:
  - If you attend a Career Center, what is your home high school (where will your diploma be from?)
  - Graduation year
- Colleges Attended: Answer "NO" if you are currently or have previously taken CCP courses at Sinclair or any other institution

**Military Status** (This is optional, to skip press "Next"):

- Answer based on Military history for student and family

**Academic Program:**

- This field is supposed to be blank; please click "**Next.**"

**Acknowledgement:**

- Check mark the box: "I do so certify"

**Click "SUBMIT"**

**Upon Submitting your Application:**

You will receive a follow-up email from Sinclair to the email address provided in approximately 3-5 business days with your Tartan ID (your Sinclair identification). This ID number will be needed at the end of the school year in order to receive credit for the Sinclair courses you took through your Career Tech School.