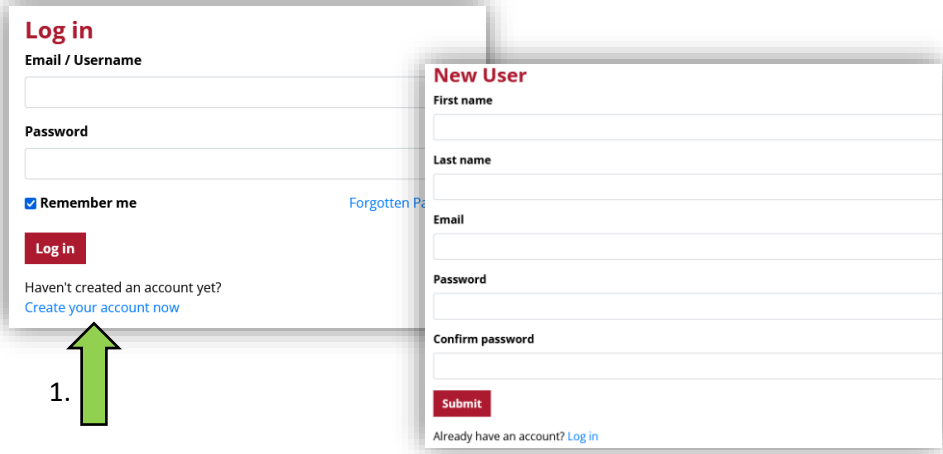
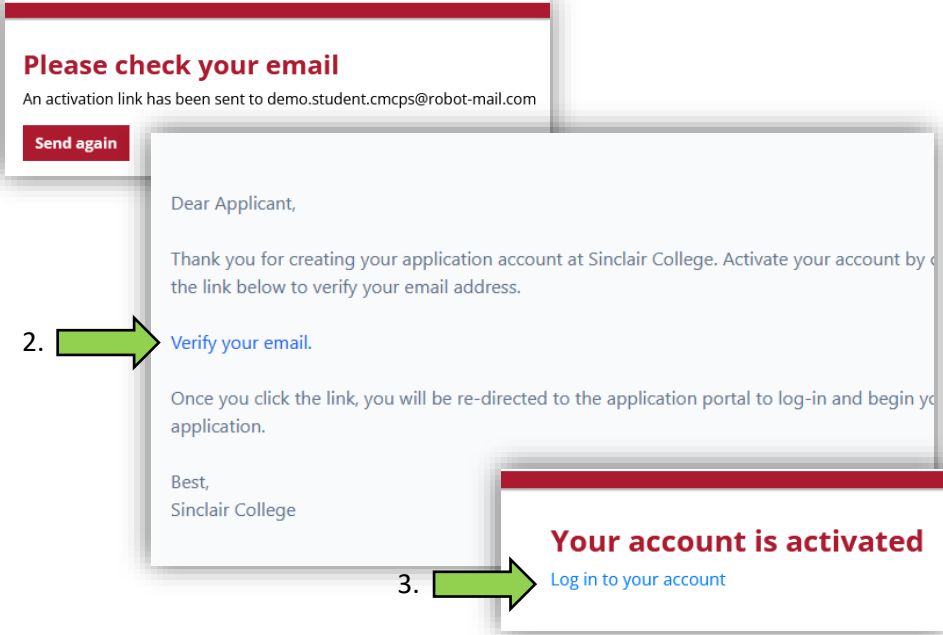
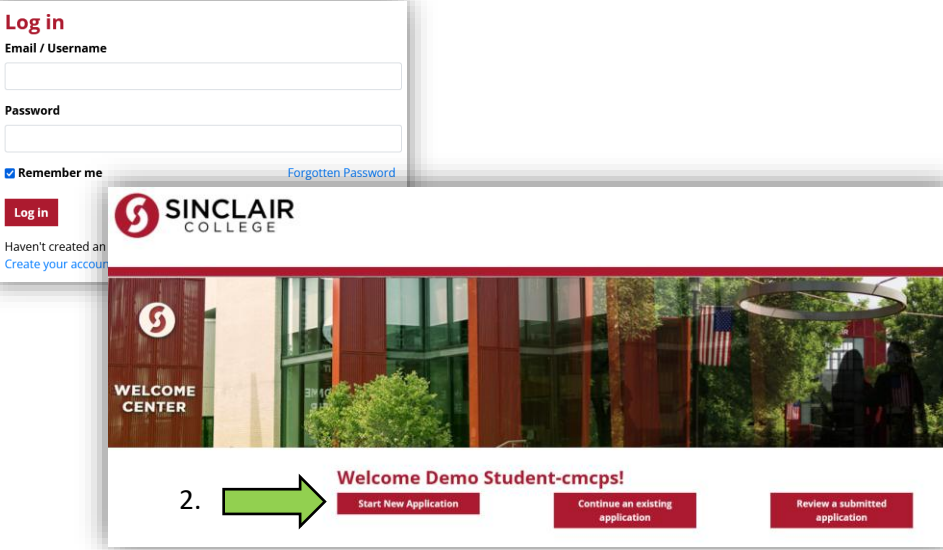


# Sinclair Tech Prep Application Instructions



MIAMI VALLEY  
**TECHPREP**  
CONSORTIUM

<p><b>GET STARTED!</b></p> <ol style="list-style-type: none"><li>1. Click “Create your account now.”</li><li>2. Enter your <b>Legal</b> first and last name.</li></ol> <p><i>Use an email and password that you can easily access.</i></p> <p><i>Make the password something you can easily remember, you can change this later.</i></p> <p><b>Before submitting—double check all your information is spelled correctly.</b></p>	<p><b>APPLY.SINCLAIR.EDU</b></p>  <p>1.</p>
<ol style="list-style-type: none"><li>1. Check your email for the verification link.</li><li>2. Click “Verify your email.”</li><li>3. Once verified, click “Log in to your account.”</li></ol>	 <p>2.</p> <p>3.</p>
<ol style="list-style-type: none"><li>1. Log in with the credentials you provided earlier.</li><li>2. Click “Start New Application.”</li></ol>	 <p>2.</p>

Your first and last name should automatically appear.

If applicable, enter any other optional information. Note: a suffix is like Jr., Sr., II, III, etc.

1. Select your Citizenship Status.
2. Answer "Yes" you are a high school student.
3. Choose I am applying to "Participate in the Tech Prep Program."
4. Click "Save and Continue."

### Applicant Information

#### Basic Information

Legal First Name (Given Name) Middle Initial Legal Last Name (Surname)  
Demo Student-cmcp  
Other/Previous Last Name Suffix Email  
demo.student.cmcp@robot-mail.com  
Citizenship Status \* If you need to apply for an F-1 visa or currently hold an F-1 visa and plan to study at Sinclair as a full-time or visiting student, please select Apply as F-1 International Student. Are you a current high school (or middle school) student? \*  
US Citizen  Yes  No  
I am applying to: \*  
Participate in the Tech Prep Program  
Go to dashboard Save and Continue

3. 

I am applying to: \*  
Participate in the Tech Prep Program  
Participate in the College Credit Plus (CCP) Program  
Participate in the Tech Prep Program  
Enroll in Sinclair while still in high school (not College Credit Plus or Tech Prep) or after high school graduation

This section autopopulates. Make sure it says "Tech Prep."

1. Click "Save and Continue."
2. Select the school or career center where you are taking career tech courses. (Some schools have multiple campuses, so be careful to choose the right one!)
3. Select your instructor from the list. (If your teacher does not show in the list, please raise your hand or let your teacher or a staff member know.)
4. Click "Save and Continue."

### New Application

Please choose an Application Type: \*  
Tech Prep  
You are applying to participate in the Tech Prep Program while you are in high school. Please click Save and Continue to continue completing your application.  
Previous Save and Continue

### Program Information

Tech Prep Site \*  
Tech Prep Instructor \*  
\*If choosing 'Unknown' please double-check selected site.  
Previous Save and Continue

1. Enter your birthdate (MM/DD/YYYY), legal sex (used on government forms), Social Security Number, and other demographic information on this page.

A Social Security Number **is required** to process your application. If you do not have it today, continue on for now, but do not submit your app yet. You will be able to log back in to finish later, once you have it. Students with an unassigned SSN: contact the Tech Prep Office. \*Only enter numbers, not dashes\*

While not required for Sinclair, some schools require students to provide an SSID. Ask your teacher if unsure.

### Additional Applicant Information

Date of Birth \* Age  
02/28/2006 17  
Legal Sex \*  
Male  
Entering your Social Security Number is not required to submit your application. However, a valid Social Security Number is required for financial aid, student employment, federal reporting, and streamlining the process of submitting official transcripts to other colleges and universities.  
If you have a Social Security Number and do not provide it when you submit the application, you will be required to submit a copy of your social security card which will cause significant delays in processing your application.  
Social Security Number  
Numeric characters only  
SSID

1. (Optional) Complete demographic information.

2. Enter your Cell Phone Number.

3. Enter your Parent or Guardian first name, last name, phone, and email.

4. Click "Save and Continue."

Colleges and universities are asked by many, including the federal government, accrediting associations, and newspapers, to describe the racial/ethnic backgrounds of our students and employees. To respond to these requests, we ask you to answer the following two questions:

Do you consider yourself to be Hispanic/Latino?

Please select one or more races to describe yourself:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Cell Phone Number

I would like to receive important enrollment related text messages and updates from Sinclair

- Do not Allow
- Allow

Please provide a 10-digit US phone number

Home Phone Number

Please provide a 10-digit US phone number

Are you a current/former service member or a spouse or dependent of a current/former service member of the U.S. Armed Forces?

### Parent Information

Parent or Guardian First Name \*

Parent or Guardian Last Name \*

Parent or Guardian Phone \*

Parent or Guardian Email \*

Save and Continue

1. Enter your address information. (For best results, do not use your browser's auto-fill feature.)

*If you have lived at this address for less than one year, you will be asked to provide a previous address.*

2. Click "Save and Continue."

### Address Information

Although there is no tuition associated with Sinclair credit earned through Career Tech Education, Sinclair 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, preventing registration in courses. [Learn more about residency for tuition purposes.](#)

Street Address \*

City \*

State \*

Postal Code \*

County (Ohio and Indiana Residents Only)

When did you start living at this address? \*

Save and Continue

1. Enter your education information.

*Do you attend a career tech center in addition to your home high school?*

*Have you attended any other college? Select Yes if you attend College Credit Plus at another college (Clark State, Edison, etc.)*

2. Click "Add High School or College."

*Add your career tech center first, followed by your home school. (from where you will earn your diploma)*

3. Once you've added all schools, click "Save and Continue."

### Education Information

Were you or are you home schooled? \*

No

Do you or did you attend a Career Technology Center (CTC) or Joint Vocational School (JVS)? \*

Yes

Have you ever attended Sinclair Community College? \*

No

Have you ever attended a college other than Sinclair? \*

No

Click Add High School or College to add all schools you currently attend or have current high school and graduation year.

If you attend a Career Technical Center (CTC) or Joint Vocational School (JVS) and then list your home high school.

If you are home schooled, click Add High School or College, select School Type of Home Schooled, and then search for Home Schooled.

2.

No Data Available

Save and Continue

School Type \*

High School or Career Center (CTC)

Add School \*

Miami Valley

Miami Valley Academies | Dayton | Ohio

Miami Valley Career Technology Center | Clayton | Ohio

Miami Valley Christian Academy | Cincinnati | Ohio

Miami Valley School | Dayton | Ohio

Submit

If you are home schooled, click Add High School or College, select School Type of High School or Career Center, and then search for Home Schooled.

School: Miami Valley Career Technology Center

School: Vandalia Butler High School

Save and Continue

If you did not enter your social security number, **stop here**. Log out, write down your username and password, and return later to add it and submit.

1. If you did enter your social security number, certify (by clicking the toggle).

2. Type your electronic signature and click "Submit."

*Congratulations, you're done!*

## Application Submission

If you have a Social Security Number and do not provide it when you submit the application, you will be required to submit a copy of your social security card which will cause significant delays in processing your application.

A valid Social Security Number is required for financial aid, student employment, federal reporting, and streamlining the process of submitting official transcripts to other colleges and universities.

Confirm SSN Status

If you would like to provide your social security number before submitting your application, use the navigation on the left side of your application to return to the Additional Information Page and add your social security number.

Please indicate if you have a social security number:

I certify that the information I have provided on the application is complete and accurate to the best of my knowledge. I understand that misrepresentation of facts on this application may be cause for refusal of admission, cancellation of admission, or suspension from the college. By submitting this application, I agree to abide by the policies and regulations of the college.

1.

Signature \*

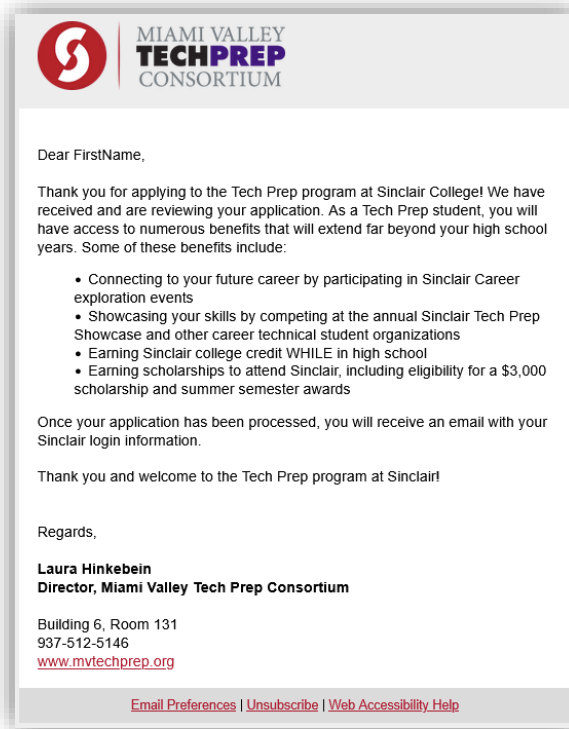
Typed First Name & Last Name

Submit

### What's next:

Once submitted, you will receive a confirmation email.

Within 1-5 business days, you will receive an email with your Sinclair login and password.



**Congratulations on submitting your application!**

Any questions or concerns:

Sinclair Tech Prep Office | 937-512-5146 | [techprep@sinclair.edu](mailto:techprep@sinclair.edu)