
Applying to a Technical College

- Apply – the sooner the better as most programs have limited space. Go to the college’s website and look for “**Admissions**” or “**Apply**.” For CVTC go to <https://www.cvtc.edu/>. For other technical colleges it is easiest to begin at <https://wtcsystem.edu/colleges>
- Gather data that you will need to fill out your application including, social security number, name of program, and credit card. If you are not comfortable paying online, you may mail in a check.
- Most programs have open access (meaning no entrance exams or scores are required to enter the program). Other programs have an academic range in which applicants must meet and/or a minimum ACT score. Program requirements for CVTC can be found at: <https://www.cvtc.edu/admissions.aspx>. Look for a link under Step 3.
- Fill out the application and be sure to print off, fill out and send any supplemental application requirements, i.e. background check (if needed).
- Make a copy of your completed application for your records.
- Request your transcript** through Xello (formerly Career Cruising): <https://login.xello.world/>. There is also a link to Xello from the high school student homepage. Your username and password are the same as the ones you use for school. Keep the CFA-in front of your username. Xello may prompt you to change your password. Our recommendation is that you keep it the same. If you are applying to a school that uses the “Common Application” see your counselor regarding this process.
- If needed, send your **ACT** score. When you signed up to take the ACT you were able to choose up to four colleges to receive your score. If you did not select the college you are applying to, log on to www.actstudent.org and make an official request. The approximate cost for this is \$15.00
- Watch for a letter from the technical college. They will send you a checklist of requirements still needed. Failure to take care of items on this list in the time indicated could inactivate your application.
- If you have follow-up questions, a representative from CVTC will be at Chi-Hi most Thursdays from 9:30-11:00 am. Sign up in Student Services.