



## Nashoba Career Technical Institute (NCTI)

100 Littleton Road, Westford, MA 01886

Phone 978-692-4711 Fax 978-392-0570 [www.nashobatech.net](http://www.nashobatech.net)

### Application for Postsecondary Admissions

\*candidates are required to provide satisfactory evidence of secondary school graduation or its equivalent and will be required to take a basic skills test

All candidates must submit:

- ☐ Completed Application Form
- ☐ Official high school transcripts; official HSE verification and score reports/transcripts; official college transcripts
- ☐ Essay for selecting your program
- ☐ Letters of reference from employer/supervisor, colleague, counselor or teacher (three letters required for practical nursing program, two required for all other programs) and form

#### PERSONAL INFORMATION (Please type or print)

NAME:

\_\_\_\_\_  
(Last Name) (First name) (Middle initial) (Maiden Name)

ADDRESS:

\_\_\_\_\_  
(No. and Street) (City) (State) (Zip Code)

MAILING ADDRESS (if different from above): \_\_\_\_\_

TELEPHONE NUMBER: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

(Cell) \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

Are you a U.S. citizen? \_\_\_ Yes \_\_\_ No If not, please complete the following:

Are you a permanent resident? \_\_\_ Yes \_\_\_ No If yes, alien registration number is: \_\_\_\_\_

If you are not a U.S. citizen or permanent resident, state your visa or immigration status in detail: \_\_\_\_\_

#### *Program Major*

\_\_\_\_ Advanced Manufacturing    \_\_\_\_ Carpentry    \_\_\_\_ Dental Assisting  
\_\_\_\_ Early Childhood    \_\_\_\_ Electrical    \_\_\_\_ Practical Nursing

#### FOR OFFICE USE ONLY

Application received \_\_\_\_\_  
Transcript(s) received \_\_\_\_\_  
References received \_\_\_\_\_  
Immunization records received \_\_\_\_\_  
Test scores \_\_\_\_\_  
Interview Date \_\_\_\_\_

## ACADEMIC INFORMATION

List all private, preparatory or public high schools attended.

|        |           |                                       |
|--------|-----------|---------------------------------------|
| (Name) | (Address) | (Graduation – Actual/Expected – Date) |
| (Name) | (Address) | (Graduation – Actual/Expected – Date) |

List all colleges or universities attended

|        |           |                                       |
|--------|-----------|---------------------------------------|
| (Name) | (Address) | (Graduation – Actual/Expected – Date) |
| (Name) | (Address) | (Graduation – Actual/Expected – Date) |

## EMPLOYMENT RECORD

|            |           |            |         |
|------------|-----------|------------|---------|
| (Employer) | (Address) | (Position) | (Dates) |
| (Employer) | (Address) | (Position) | (Dates) |
| (Employer) | (Address) | (Position) | (Dates) |

Policy for work experience, experiential learning and advanced placement is available upon request.

## OPTIONAL INFORMATION

Submission of this information is voluntary. The information requested in this section is not required for admission. Information submitted voluntarily, by the applicant, will not affect the applicant's admission to the school. The information, if supplied will be used for monitoring equal educational opportunity in the school district.

DATE OF BIRTH: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ SEX (F) \_\_\_\_ (M) \_\_\_\_\_

|                         |                       |   |
|-------------------------|-----------------------|---|
| Nonresident Alien _____ | Hispanic/Latino _____ | American Indian or Alaskan Native _____         |
| Two or More Races _____ | Asian _____           | Native Hawaiian or Other Pacific Islander _____ |
|                         | White _____           | Black or African American _____                 |

I certify that the information I have provided about my academic and personal history, including residency, is accurate and complete. Failure to disclose any required information may result in denial or cancellation of admission or enrollment. I responsibility to supply the institute with all required documents and records.

|                 |            |                            |            |
|-----------------|------------|----------------------------|------------|
| Signature _____ | Date _____ | Parent of Guardian _____   | Date _____ |
|                 |            | (If applicant is under 18) |            |

Nashoba Valley Regional Vocational Technical School District and Nashoba Career Technical Institute maintain and promote a policy of non-discrimination on the basis of race, color, sex, gender identity, religion, national origin, age, sexual orientation, disability, marital status, veteran status, and housing status.

NCTI Postsecondary Program Application packet Draft 2-8-18\_approved by DESE 10-31-19

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Postsecondary Programs

100 Littleton Road Westford, MA 01886

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**Request for Official Transcript of Credits**

(\*Applicant: Please complete this form and mail/bring it to the school you attended. Before mailing, please contact your school; there may be a charge for your transcript.)

\_\_\_\_\_  
(Last Name) (First Name) (Middle Initial) (Maiden Name)

\_\_\_\_\_  
(No. and Street) (City) (State) (Zip Code)

\_\_\_\_\_  
(Telephone Number) (Social Security Number)

\_\_\_\_\_  
(Date of Graduation or years attended) (Degree Received)

To the Registrar/Guidance Officer of: \_\_\_\_\_  
(Name of High School or College)

***Please forward an official copy of my academic record to:***

**Nashoba Career Technical Institute (NCTI)  
Postsecondary Programs  
100 Littleton Road  
Westford, MA 01886**

\_\_\_\_\_  
(Signature) (Date)

*Please inform me if you cannot release my transcripts.*

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[www.nashobatech.net](http://www.nashobatech.net)**Letter of Reference**

This form must be sent directly to Postsecondary Office.

Candidate's Name \_\_\_\_\_

Please give your candid evaluation of the candidate. The more specifically you assess the candidate's skills, strengths and weaknesses, the more useful this letter of reference will be to the Admissions Committee. The following questions suggest the type of information we are seeking:

How long have you known the candidate?

What are the candidate's strongest skills?

How would you assess the candidate's overall strengths and weaknesses?

How well do you think the candidate has considered plans for college study?

How would you assess the candidate's motivation for such study?

***In addition to the reference letter, please complete the rating scale below.***

| <b>Attribute</b>                     | <b>Outstanding</b> | <b>Above<br/>Average</b> | <b>Average</b> | <b>Below<br/>Average</b> | <b>Poor or No Basis for<br/>Evaluation</b> |
|--------------------------------------|--------------------|--------------------------|----------------|--------------------------|--|
| Character                            |                    |                          |                |                          |  |
| Self-Motivation                      |                    |                          |                |                          |  |
| Level of Professional<br>Performance |                    |                          |                |                          |  |
| Ability to work with<br>others       |                    |                          |                |                          |  |
| Ability to work in<br>chosen field   |                    |                          |                |                          |  |

Name \_\_\_\_\_ Relationship to Candidate \_\_\_\_\_

Profession and Title \_\_\_\_\_

Address \_\_\_\_\_

Name of Company, School or Organization \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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| Attribute                         | Outstanding | Above Average | Average | Below Average | Poor or No Basis for Evaluation |
|-----------------------------------|-------------|---------------|---------|---------------|---------------------------------|
| Character                         |             |               |         |               |                                 |
| Self-Motivation                   |             |               |         |               |                                 |
| Level of Professional Performance |             |               |         |               |                                 |
| Ability to work with others       |             |               |         |               |                                 |
| Ability to work in chosen field   |             |               |         |               |                                 |

Name \_\_\_\_\_ Relationship to Candidate \_\_\_\_\_

Profession and Title \_\_\_\_\_

Address \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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| Attribute                         | Outstanding | Above Average | Average | Below Average | Poor or No Basis for Evaluation |
|-----------------------------------|-------------|---------------|---------|---------------|---------------------------------|
| Character                         |             |               |         |               |                                 |
| Self-Motivation                   |             |               |         |               |                                 |
| Level of Professional Performance |             |               |         |               |                                 |
| Ability to work with others       |             |               |         |               |                                 |
| Ability to work in chosen field   |             |               |         |               |                                 |

Name \_\_\_\_\_ Relationship to Candidate \_\_\_\_\_

Profession and Title \_\_\_\_\_

Address \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Essay for program selection**

In this 5-paragraph essay, identify the technical postsecondary program you are applying for. Illustrate, through examples, why you have chosen to apply to this program. Describe your commitment to this program and field in terms of your academic, career, and personal goals.