● Choose the school you’d like to apply to:
   It’s important that the school you attend is a good fit for you. Think about what matters to you most about a school. This could be anything from the programs it offers to its location.

● Make sure you meet the requirements:
   This varies by school and program.
   Most 2-year colleges are open admission. This means that anyone with a high school diploma or GED can enroll. You won’t need to write the SAT/ACT or meet a GPA requirement.
   But some programs do have extra admission requirements. This is most often the case for high-demand programs. For example, if you’re applying to a competitive nursing program you may need to have a minimum ACT score.

● Find out the application deadlines:
   Some schools have set application deadlines. Find out the deadline as soon as you know where you’re applying, and record it.
   Many schools have rolling admissions. This means they accept applications throughout the year. Classes often start in fall, spring, and summer. Be sure to check the enrollment cut off for the start date that works best for you. The earlier you can apply, the better.
   This way you can register in the classes you want before they fill up.
   It’s important to keep financial aid deadlines in mind as well. You will need to file for financial aid by a specific date. Make sure you find out and record this date so you won’t miss out on financial aid.

● Find out how to apply:
   In most cases you will apply directly to the school. There will be an online form to fill out on the website. You may need to create an account before you can apply.
   Many schools use the Common Application-  https://www.commonapp.org/

● Apply for admission:
   You’ll typically fill out an online form to apply. Each application process is different. But there’s some common information you’ll need to provide. This includes:
      Your personal information
This includes your full legal name, date of birth, and residency and citizenship information.

Your contact information

Email is the most important means of communication for most training providers. Make sure you include an address you check often. You may also be asked to provide your mailing address and phone number.

You may also be asked to provide:

Your educational goal

This can include your intended program of study and when you plan to begin your studies.

Your academic history

This generally includes the name of your high school, expected date of graduation, and type of diploma.

Proof of your upcoming graduation

You often need to have your high school send your official transcript to the school. This will show that you are on track to graduate. If you have already graduated, you may need to provide your high school or GED diploma.

A credit card number

There may be a fee to apply.

- **Apply for financial aid:**

Financial aid can help you pay for your education. It’s important to look into completing the FAFSA if you’re going to a 2-year college.

FAFSA stands for Free Application for Federal Student Aid. Fill out the free FAFSA form to qualify for grants, work-study, and loans. The FAFSA also helps you qualify for college and state aid.

If you’re planning to start school in the fall you’ll need to complete the FAFSA by June 30. Some schools have earlier deadlines. Either way, it’s best to apply early. There are limited funds to go around. The earlier you apply, the more money you can get.

In fact, you can fill out the FAFSA before you even apply to schools. You can list 1 to 10 schools on the form. List any colleges you plan to apply to. These colleges will receive your FAFSA information. Any college you’re accepted to will then build a financial aid package based on your FAFSA details.
You’ll fill out the FAFSA form on the federal government’s website. The form is available on October 1 every year.

- **Look for scholarships:**
  It’s a good idea to look for scholarships in addition to filling out the FAFSA. A scholarship is a sum of money that can help you pay for your training. And the best part is that scholarships are free money! They don’t need to be repaid. The earlier you can start looking for scholarships, the better. You can start even before you know where you’re going to apply.

- **What are scholarships based on?**
  Scholarships are awarded based on many factors, such as your:
  - Academic performance
  - Field of study
  - Career interest
  - Volunteer work
  - Achievements
  - Hobbies
  - Race or ethnicity
  - Gender identity

- **Who offers scholarships?**
  Many organizations offer scholarships, including:
  - Colleges and technical schools
  - Businesses
  - Non-profit organizations
  - Unions
  - Banks
  - Governments
  - Individuals

- **Finding scholarships**
  There are many ways to find scholarships:
  - Talk to your counselor about what’s out there
Contact the schools or training providers you’re applying to
Ask the adults in your life if their employers offer scholarships
Find out if any community organizations you’re involved with offer scholarships

- **Do placement testing:**
  You may need to take placement tests before you start classes. These tests will determine your level of study for English and math.
  If you took the SAT or ACT you may be exempt from this testing, providing you meet minimum scores.

- **Register for classes and attend orientation:**
  The last step is to register for your classes! You may have the help of an academic advisor to choose your classes. They can help you develop an academic plan for your time at the school.
  You’ll need to pay the tuition and fees before you start class. If you’ll be attending school in-person you may also need to provide proof of immunization against diseases like measles and mumps.
  Some schools have orientation sessions for new students before classes begin. This is a great way to get introduced to the school and meet other new students.