

**UA Local 290 Apprentice and Journeyman Training Institute
APPLICATION CHECKLIST**

Please provide the following documents WITH your application. All documents and the application must be MAILED TOGETHER in one envelope.

You will need to submit one or more of the following to complete your application:

- One form of Photo ID, **One Copy**: State issued Driver's License, Non-Driver ID, Passport, TWIC, or Transit Card

One of the following types of transcripts:

- Official Copy of High School Transcripts
 - ** Applicants currently enrolled in High School must submit an official letter from a school counselor or registrar with the date the applicant will graduate and a partial transcript as proof of math requirement being met. (Transcripts must be mailed WITH YOUR APPLICATION, they cannot be mailed separately.)
- GED Transcripts **AND** College Math Placement test showing math 60 or higher
- Translated Foreign Transcripts
- College Transcripts
 - ** Transcripts from a post-high school education institution accredited by a state education agency, may be accepted as evidence the education qualification standard is met if the transcript affirms the applicant has high school, community college, or baccalaureate graduate status or is a GED exam score qualifier.

Must Submit WorkKeys National Career Readiness Individual Score Summary report (ACT WorkKeys NCRC)

- **Individual Score Summary report from WorkKeys NCRC for all three tests (Applied Math, Graphic Literacy, Workplace Documents)**

Any questions regarding the application checklist can be emailed to applications@290tech.edu. We will not accept any applications by email, all applications and supporting documents must be mailed to the PO Box.

NO applications or documentation will be accepted at any of our locations. All the above documentation must be submitted and mailed together to the PO. Box at the time of the specified application opening dates. No additional documentation will be accepted during interview process.

**** Notification will be sent by email, please check spam/junk mail ***