**WEEK 4**APPLY!

Now that you identified programs that match your interests, it’s time to apply!

**STEP 1:**  **Get organized!**

We have checklists to help you get ready to apply. Fill them out and reach out to your counselor if you have any questions.

* [Community colleges](#TwoYear) (two-year associate degrees and certificates)
* [Private occupational schools](#Certificate) (certificates)
* [Military branches](#Military) (Army, Navy, Air Force, Marines, Coast Guard)
* [Apprenticeships](#Apprenticeship)

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| **Associate’s (Two-Year) Application Checklist** |
| **Program:**  |
| **School:**  |
| **Information/Document Needed** | **Do I have it available?** | **Notes** |
| My Social Security Number (YES or NO – *don’t write your SSN here*) |  |  |
| My address and contact information |  |  |
| The academic program I want to study |  |  |
| Citizenship/Visa information |  |  |
| **Tasks** | **Deadline** | **Notes** |
| Apply |  |  |

*Most community colleges, two-year and occupational/technical schools have open admissions. If you have a high school diploma or GED, typically you will automatically be admitted into these institutions.*

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| **Certificate Application Checklist** |
| **Program:** |
| **College or School:** |
| **I want to apply by:** |
| **Information/Document Needed** | **Do I have it available?** | **Notes** |
| My Social Security Number (YES or NO: *do not write your SSN number here*) |  |  |
| My address and contact information |  |  |
| The academic program I want to study |  |  |
| Citizenship/Visa information |  |  |
| **Tasks** | **Deadline** | **Notes** |
| Apply  |  |  |

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| **Military Application Checklist** |
| **Branch:**  |
| **Information/Document Needed** | **Do I have it available?**  | **Notes**  |
| My citizenship information |  |  |
| **Task**  | **Deadline** | **Notes** |
| Meet with recruiter; commit to serve |  |  |
| Review sample ASVAB questions |  |  |
| Set visit date to Military Entrance Processing Station (MEPS) |  |  |
| Pass the ASVAB test |  |  |
| Pass the physical exam |  |  |

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| **Apprenticeship Application Checklist** |
| **Program:**  |
| **Company/Organization:**  |
| **Tasks** | **Deadline** | **Notes** |
| List of options (research [Apprenticeship Finder,](https://www.careeronestop.org/Toolkit/Training/find-apprenticeships.aspx) Zip Recruiter, CareerWise, etc.)  |  |  |
| My resume |  |  |
| Letter of recommendation from a mentor |  |  |
| Cover letter |  |  |