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| **Marchman Technical College** ***Application Process Checklist*** |

* **Step 1 Schedule an Appointment with Kim Dunn, Career Specialist at 727-774-1703**
	+ Prior to your appointment, complete the *Careers Interest & Confidence Inventory* found on our website. *(Click on the Application Process tab.)*
	+ Obtain a copy of your high school transcript to bring with you if you are not a Pasco County Schools graduate *(optional but highly recommended for this stage of the application process)*
	+ Complete the Online Application found on our website.
* **Step 2 Meet with the Career Specialist (Building 1)**
	+ Tour the programs that interest you
	+ Discuss requirements for admission into your program of interest
	+ Obtain an Application Packet
	+ Complete the Online Application using our computers in the Office of Administration *(if not completed at home).*
	+ Pay the $25 Non-Refundable Application Fee.
* **Step 3 If applicable, schedule the Test of Adult Basic Education (TABE) with the Assessment Center. *(****Confirm with the Career Specialist if you are required to take the TABE.)*
* **Step 4 Submit the following documents to the Office of Administration to complete your application: *(this can also be completed at Step 2 or 3)***
	+ High School Diploma or GED Transcript *(not required if you are a Pasco County Schools graduate)*
	+ Residency Affidavit and Supporting Documents
	+ Complete FERPA *(if desired)*

**Congratulations: You have completed the application process. You will receive an acceptance letter in the mail with information about your program start date and other important information.**

**Students who wish to apply for and/or inquire about Financial Aid should contact the Office for Financial Aid at 727.774.1729 or 727.774.1777.**