

Please read and place your initials next to each requirement you have met. It is your responsibility to understand each of these requirements:

- _____ I have completed the general application for admission to MCTC and paid the \$20 application fee.*
**If you are already an MCTC student, you have met this requirement.*
- _____ I have completed 18 credits from the Minnesota Transfer Curriculum (MnTC) with a minimum grade of straight "C" or higher in each course. I understand whether the credits were completed at MCTC or transferred from another accredited institution, this coursework must be at the minimum straight "C" grade level in each class.
- _____ I completed the 12 credits of required aviation coursework. Students must have 12 credits of required aviation coursework completed at MCTC or another accredited institution with a grade of straight "C" or higher in each course.
- _____ I have completed the Air Traffic Control (ATC) Aptitude Test and achieved a score of 40 or higher on this test.
- _____ I have submitted or enclosed official transcripts from all schools previously attended (except MCTC and MnSCU) documenting completion of Air Traffic Control program requirements to the Registrar's Office at MCTC.

List names of ALL colleges/universities previously attended regardless of grades or academic standing. (NOTE: Failure to list all previous schools attended is considered misrepresentation and may result in denial or cancellation of admission to MCTC):

FAA Requirements for All Students

I understand that in order to be a graduate of the Air Traffic Control Program I must be able to meet FAA requirements for employment. Although subject to change, the FAA currently requires a graduate to:

- Be a United States citizen
- Be employed by the FAA prior to his or her 31st birthday
- Meet the age requirement. Under the authority of Public Law 92-297, a maximum age limit has been established for positions in the Terminal and Air Route Center specializations. Applicants who have reached their 31st birthday are ineligible for entry into positions in this specialization. It is recommended that individuals projected to be older than 29 years 0 months when they begin the ATC degree program consult with the program director about this time/age requirement.
- Meet FAA ATCS medical standards (a Class II medical certificate)
- Receive a satisfactory score on the FAA AT-SAT pre-employment examination
- Pass a security background screening
- Obtain a college recommendation

Signature (required by all applicants)

All of the information included is true and complete to the best of my knowledge. I understand that misrepresentation of application information is sufficient grounds for canceling admission. I have read and understand the Air Traffic Control program information, admission requirements, and the application procedures as outlined.

I understand that the Air Traffic Control Program is a limited admission program and that even if I meet the minimum admission requirements for admission to the program this only guarantees that I will be considered for admission and does not guarantee acceptance. I also understand that the Air Traffic Control Program fills on a first come, first qualified basis and there may be more applicants for admission than there are spaces in the program.

I have submitted all required documentation to demonstrate that I have met these requirements and understand that failure to meet admission requirements and provide all required documentation may result in my admission to the Air Traffic Control program being denied.

Applicant's signature

Date

Privacy Notice

MCTC is asking you to provide information which includes private and/or confidential information under state and federal law. MCTC is asking for this information in order to process your application. You are not legally required to provide the information MCTC is requesting; however MCTC may not be able to efficiently process your application if you do not provide sufficient information. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent:

- to other schools in which you seek or intend to enroll, or are enrolled, if you are first notified of the release;
- to federal, state or local officials for purposes of program compliance, audit or evaluation;
- as appropriate in connection with your application for, or receipt of, financial aid;
- to your parents, if your parents claim you as a dependent student for tax purposes;
- if the information is sought with a subpoena, court order, or otherwise permitted by other state or federal law, and
- to an institution engaged in educational research or an accrediting agency.

Minnesota State Colleges and Universities abide by the provisions of Title IX, federal legislation forbidding discrimination on the basis of sex and by all other federal and state laws regarding equal opportunity. This document can be made available in alternative formats, such as large print or cassette tape, upon request.

MCTC will not discriminate against any person because of race, color, creed, religion, national origin, gender, disability, age, marital status, sexual orientation, or status with regard to public assistance or membership in a local commission. MCTC is an equal opportunity educator and employer.