



Adult Admissions Application Creation

*This is required to submit an enrollment application.

1. When you access the Adult Application for Admission, the form will auto-populate the demographic data that you entered on the account creation form.

All fields marked with an asterisk (*) within the application are required fields. The application will not submit until all required data is entered. ***Please be as accurate as possible since incorrect data could delay your application.***

The form should appear similar to the following:

The screenshot shows the 'Adult Application for Admission' form. At the top, it says 'Please complete all sections of this form. All fields marked with a red asterisk (*) are required.' Below this are two 'NOTICE' boxes. The first notice states: 'COMPLETION OF THIS APPLICATION BY ITSELF DOES NOT CONSTITUTE ADMISSION TO FRANCIS TUTTLE TECHNOLOGY CENTER OR PLACEMENT ON A WAITING LIST FOR A PROGRAM THAT MAY BE FULL AT THE TIME APPLICATION IS MADE.' The second notice states: 'Applications are not considered complete until a valid test score and/or transcript is provided to Francis Tuttle.' Below the notices are three input fields: 'Origination Date' (with value 06/06/2023), 'Prospect ID' (with a redacted value), and 'FTTC ID' (with a redacted value). Below these is an 'Applicant Name' field (with a redacted value). A purple bar asks 'Are you completing the correct application?' with a dropdown menu. Below that is a question: 'Are you an adult student or graduating high school senior interested in applying for a career training program, not a short-term life-long learning class?' with a dropdown menu.

2. Once you have entered the required data, click the **Submit** button in the lower left of your screen. This will start the application process.



3. You will receive an email for any additional data that is needed to process your applications.

Note: Required documents will be requested, if not received within eight (8) weeks of form submission, the application will be deleted.