



## Application for Admission

### Steps for Admission to Delaware Tech

- Complete this application and review it for accuracy. Any information indicated “for statistical purposes only” will be used solely for institutional research. Your cooperation in completing this information is appreciated.
- Submit the application to the Admissions Office at the campus where you plan to attend.

### Other Steps for Enrollment in Courses

- For course placement, participate in the college testing and placement program. Test information and a schedule will be provided. Visit [www.dtcc.edu/placement](http://www.dtcc.edu/placement) to view sample test questions. Official scores from SAT tests may be submitted to satisfy this requirement. Applicants who hold a bachelor’s degree, associate degree, or transfer credit from another institution may be excused from part or all of the placement testing program upon presentation of an official college transcript.
- If you plan to transfer college credits to Delaware Technical Community College, request that your official transcript(s) be sent to the Admissions Office; course descriptions may also be required. Note: Unofficial transcripts issued to students will not be accepted. Check with your previous institution(s) for their transcript request procedures. If applicable, submit Advanced Placement test scores from your high school, Tech Prep verification, or CLEP or DANTES scores.
- To qualify for in-state tuition, provide proof of Delaware residency (e.g. driver’s license) at the time of application or prior to first registration.
- Request that your high school send a final official transcript to the Admissions Office.
- For assistance in registering for classes, contact your campus advisement center or your academic advisor.

***For full access to college services, complete these steps at least 30 days prior to the first day of class.***

For more information, contact the Admissions Office or visit us online at [www.dtcc.edu](http://www.dtcc.edu)

#### **Dover**

100 Campus Drive  
Dover, DE 19904-1383

**Admissions Office**  
(302) 857-1020  
**Advisement Center**  
(302)-857-1017

The Terry Campus is located in northern Dover on Scarborough Road. It is easily accessed by taking the North Dover exit of U. S. Route 1.

#### **Georgetown**

21179 College Drive  
Georgetown, DE 19947-0610

**Admissions Office**  
(302) 259-6053  
**Advisement Center**  
(302) 259-6060

Located in the heart of Sussex County in Georgetown, the Owens Campus is conveniently situated at the intersection of U.S. 113 and Route 18/404, Seashore Highway.

#### **Stanton**

400 Stanton-Christiana Road  
Newark, DE 19713-2197

**Admissions Office**  
(302) 454-3954  
**Advisement Center**  
(302) 454-3912

Situated outside the city of Wilmington, the suburban Stanton Campus is located just off Exit 4 of Interstate 95. Its convenient location allows easy access from all parts of New Castle County.

#### **Wilmington**

300 N. Orange Street  
Wilmington, DE 19801-2499

**Admissions Office**  
(302) 571-5326  
**Advisement Center**  
(302) 552-5950

Located in downtown Wilmington, the George Campus can be reached by taking the Wilmington/Martin Luther King, Jr. Boulevard exit from Interstate 95.

Please print clearly in ink.

Social Security Number:

Grid for Social Security Number

Date of Birth:

Grid for Date of Birth with labels: Month, Day, Year

ID: Staff Use Only

Grid for ID: Staff Use Only

Name: (Last)

Grid for Last Name

(First)

Grid for First Name

(Middle Name)

Grid for Middle Name

Other Name(s), including maiden name, under which your academic records may be listed:

Grid for Other Name(s) with 'or' separator

Mailing Address:

Grid for Mailing Address

Development/Apartment:

Grid for Development/Apartment

City:

Grid for City

State:

Grid for State

ZIP Code:

Grid for ZIP Code

Home Phone:

Grid for Home Phone

Work Phone:

Grid for Work Phone

Cell Phone:

Grid for Cell Phone

E-mail Address:  Home E-mail or  Work E-mail

Grid for E-mail Address

Complete the following information only if different from mailing address.

Permanent Address:

Grid for Permanent Address

Development/Apartment:

Grid for Permanent Address Development/Apartment

City:

Grid for Permanent Address City

State:

Grid for Permanent Address State

ZIP Code:

Grid for Permanent Address ZIP Code

Which campus location do you plan to attend?  Dover  Georgetown  Stanton  Wilmington

Intended start date:  Fall/August

Grid for Intended start date (Fall/August)

Spring/January

Grid for Intended start date (Spring/January)

Summer/May/June

Grid for Intended start date (Summer/May/June)

Program of Study: What is your educational goal at Delaware Tech? (Please check box that applies.)

To earn a(n)  associate degree,  diploma, or  certificate

or

To take selected courses only: (Please specify one category.)

- personal enrichment or professional job enhancement
 visiting from another college
 current high school student with permission to take college courses

Intended program of study

Optional: This information is for statistical purposes only and will not affect the admission decision.

Gender:  Male  Female Ethnicity: Are you Hispanic/Latino (including Spain)?  Yes  No

Race: Regardless of your answer to the prior question, please indicate how you identify yourself: (select one or more)

- American Indian or Alaska Native  Asian (including Indian subcontinent and Phillipines)
 Black or African American (including Africa and Caribbean)  Native Hawaiian or Other Pacific Islander
 White (including Middle Eastern)  Other

## High School (beginning with most recent):

Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Dates attended:

Month Year TO Month Year

Month Year TO Month Year

Year graduated or will graduate:

\_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_

Delaware High School Student ID, if known: \_\_\_\_\_

If no high school diploma, have you received a high school equivalency degree or certification?  YES  NO

Date high school equivalency degree or certification was granted: \_\_\_\_\_

Are you submitting official scores from SAT test?  YES  NO

## Previous College Background

Have you previously attended Delaware Tech?  YES  NO If yes, last year attended: \_\_\_\_\_

Have you attended a college other than Delaware Tech?  YES  NO (If yes, please list below.)

Previous College(s) (list most recent first)  
College Name, City and State

Dates of Attendance:

Month Year TO Month Year

Month Year TO Month Year

Month Year TO Month Year

Month Year TO Month Year

Completed Program?

YES  NO

YES  NO

YES  NO

YES  NO

Degree Earned:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Veteran/Military Service:

U.S. Veteran

U.S. military service member

(including National Guard or Reserves)

Spouse of U.S. service member who is deceased, disabled, MIA, or a POW

U.S. military dependent using VA educational benefits

## Citizenship:

U.S.

OTHER Specify: \_\_\_\_\_

Country of Citizenship

Country of Birth

If you are in the U.S., what is your immigration status? \_\_\_\_\_

Documentation of status will be required by Admissions.

## Declaration of Eligibility for In-State Tuition, if applicable.

This does not apply to a non-immigrant status. The official residency policy used to determine eligibility for in-state tuition is listed in the College catalog and the student handbook available online at [www.dtcc.edu](http://www.dtcc.edu)

U.S. Citizens, Permanent Residents or Temporary Resident Alien, Asylees, Refugees and those with Temporary Protected Status are eligible\* to be considered in-state for tuition purposes if they provide documentation that they have had an eligible status for six months AND meet one of the following conditions immediately prior to registration at Delaware Tech: (Please check all that apply.)

I qualify to pay in-state tuition because of the following reasons and will provide proof.

A. Delaware has been my domicile and continuous residence for at least six (6) months.

B. I have been employed full-time (minimum 30 hours per week) in the state of Delaware for at least six (6) consecutive months.

C. I am active duty military stationed in Delaware **OR**  I am a dependent of a person on active duty military status stationed in Delaware.

D. I am a dependent of my parents or guardians who meet the Delaware residency requirements in (A) or (B) above.

\*Other visa categories may be eligible. Refer to official College Residency Policy.

## Student Certification:

*I certify that the responses on this application are true and correct.*

Signature of Applicant (Required)

Date

## Delaware Technical Community College Mission Statement

Delaware Technical Community College is a statewide multi-campus community college committed to providing open admission, post-secondary education at the associate degree level. The College offers comprehensive educational opportunities that support economic development and are relevant and responsive to the needs of the community including career, general, developmental, and transfer education; workforce training; professional development; and lifelong learning. The College believes in the practical value of higher education as a means of economic and personal advancement. The College respects its students as individuals and as members of diverse groups and is committed to fostering student success.

## Middle States Commission on Higher Education

Delaware Technical Community College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.



## Notice of Availability of Annual Security Report

Delaware Technical Community College maintains an annual security report as required by the Clery Act. The College's annual Clery Act report contains information on campus security and personal safety, including crime prevention, the law enforcement authority of College public safety officers, crime reporting policies, certain specific College policies, and other important matters about security on campus. The report also contains statistics for the three previous calendar years on crimes that were reported to have occurred on campus, in certain off-campus buildings or properties owned or controlled by the College, and on public property within or immediately adjacent to and accessible from the campus.

The College's annual Clery Act report is available on the Delaware Tech website at <https://www.dtcc.edu/about/public-safety/your-right-know>. A printed report may also be obtained free of charge from the Office of Public Safety at each campus upon your request.

## An Equal Opportunity Institution

It is the policy of the College that no person shall, on the basis of race, color, creed, religion, sex, family or marital status, pregnancy, national origin, age, disability, sexual orientation, gender identity, or genetic information be subjected to any discrimination prohibited by the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act, as amended; Americans with Disabilities Act, as amended; Section 504 of the Rehabilitation Act of 1973; Title IX of the Educational Amendments of 1972; the Genetic Information Nondiscrimination Act of 2008; Delaware's anti-discrimination law and other applicable laws, regulations and Executive Orders.

All persons associated with the college are subject to this policy while on property owned or controlled by the college or while acting in an official capacity, including faculty, staff, officers, trustees, volunteers, contractors and vendors. In addition, this policy applies to conduct that occurs off college property or is otherwise unrelated to the person's association with the college if:

1. The conduct was in connection with a college or college-recognized program, activity or event;
2. The conduct is alleged to have created a hostile environment for a member of the college community;
3. The conduct disrupts the normal operations and processes of the college and is offensive to the college's mission;
4. The continued presence of the individual accused of violating this policy poses a moderate or higher threat to any member of the college community; or
5. The nature of the alleged conduct adversely affects the reputation, mission, image or public perception of the college

This policy applies to recruitment, employment and subsequent placement, training, promotion, compensation, continuation, probation, discharge and other terms and conditions of employment over which the College has jurisdiction as well as to all educational programs and activities. The College has designated a Civil Rights Coordinator, who serves as the College's Title IX Coordinator and the College's ADA/Section 504 Coordinator, to carry out its commitment to equal opportunity and nondiscrimination. Inquiries or complaints by students or employees regarding the College's nondiscrimination policies may be addressed to: Christina M. Garcia, Civil Rights & Title IX Coordinator, Office of the President, 100 Campus Drive, Dover, DE 19904, (302) 857-1903, [civilrights@dtcc.edu](mailto:civilrights@dtcc.edu).

Staff Use Only

Proof of Residency verified: \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_ I O F V M E D

Source Document: \_\_\_\_\_

Test: \_\_\_\_\_

Comments: \_\_\_\_\_