

# Non-Partner School/Open Enrolled Application Directions

1. Review “Admission Procedures” under “Future Students” at [www.mvctc.com](http://www.mvctc.com)
2. Apply at [www.mvctc.com/apply](http://www.mvctc.com/apply)
3. Complete the application for admission
4. For “School District of Residence”
  - a. Select the public partner school that you “would” attend based on your address
  - b. If you would NOT attend one of the 27 partner districts, select “other”
5. For “School Presently Attending”
  - a. Select the public partner school that you currently attend
  - b. If you do not attend one of the 27 partner schools, select “other”
6. Complete School Information
  - a. If homeschooled, check the box, as the school information is not needed now.
    - i. Note: If accepted, students must be enrolled at a partner district or another public or private school in Ohio for admission and continued enrollment at MVCTC.
  - b. If attending an online or public/private school, complete the school information as follows:
    - i. School Name
    - ii. Address, City, State, Zip
    - iii. School counselor’s name and email address
      1. Please verify that the email address is valid, as it will be used to follow up
    - iv. School principal’s name and email address
      1. Please verify that the email address is valid, as it will be used to follow up
7. Approve and submit the application

[Status letters will be mailed after the application is reviewed.](#)

After the application has been submitted, an MVCTC Student Services staff member will follow up by email with the school to collect the following:

- Student transcript (9th grade and first semester of 10th grade)
- Counselor Student Information
  - School Information/Contacts
  - Credit Standing
  - State Test Scores and Readiness Seals
  - General Comments
- Course Requests
- End-of-Year transcript (if accepted, waitlisted, end-of-year review status)

Applications cannot be reviewed until the school information is received.