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NORTH CENTRAL INSTITUTE
168 JACK MILLER BLVD. CLARKSVILLE, TN 37042
(931) 431-9700; (931) 431-9771 Fax
admissions@nci.edu

APPLICATION

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				Maiden Name
SSN: (required)		Date of Birth (mm/dd/yyyy)	Phone ( )	
Are you a US Citizen? Yes No		If no, of what country are you a citizen?	Type of Visa:	

How did you learn of NCI? Friend / Counselor NCI Website Social Media Flyer r:3.8.83T

Disabled Veteran Dependent of Disabled / Deceased Veteran

Did you receive an honorable discharge? Yes No | Do you have a service-related disability? Yes No

Section 3 – High School

Completed High School: Yes No	If yes, school name:	City	State	Graduation Year

This is my first NCI course enrollment	I have previously enrolled in NCI courses Yes No	If yes, (Year) _____

I am applying for admission into:

☐ Aviation Maintenance Technician (AMT 147) ☐ Aviation Maintenance Technology (AMT 65) ☐ Associate of Applied Science in Aviation Technology

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Section 4b – College Status				
This is my first year and first college	I am seeking a certificate and/or degree.		I am *not* seeking a certificate or degree.	
I anticipate starting NCI courses in:	Fall 20____	Winter 20____	Spring 20____	Summer 20____
I will attend either: Full-Time	Part-Time	I am taking this program for personal enrichment		

Section 5 – Previous College / University

Name of College / University	City / State / Country	Dates Attended	Credits / Degree Earned

Q) Can my Evaluation be processed faster?
A) Premium Evaluations are processed in 2 business days. The “Premium Fax Evaluation” includes a copy faxed to you before the transcript is mailed. For a complete list of fees, please view the schedule of fees

Q) How long does an evaluation take?
A) If properly submitted, both the Unofficial Evaluations and the Official Evaluations process in 10 business days. This does not include weekends, holidays, or mailing time. Incomplete files will not begin processing until all required documentation and payment is received.

Q) How can I use the credits earned with an Evaluation?
A) Most often, transcripts resulting from “Official Evaluations” are used for promotion purposes. They may also be used to show future employers how your training and experience correspond with civilian college courses. An NCI transcript can also be used to consolidate multiple college transcripts into one.

Q) What is the difference between unofficial and official evaluations?
A) The Unofficial Evaluation provides you with results only. A transcript will be produced with only an Official Evaluation, or when the transcript fee is paid after an Unofficial Evaluation is processed. Unofficial Evaluations do not produce a transcript.

Q) Can I get an estimate of credits before I submit my application packet?
A) No. Despite having processed thousands of evaluations, we cannot accurately predict the outcome before we evaluate a file. You can review your personal copy of your Joint Service Transcript (JST), formally known as AARTS, online to see what portions of your training may qualify for credit.

Q) How much credit will I earn?

Q)

Q) Can civilians with no military service be evaluated?
A) Yes, even civilians may use this service. Please contact the EVALUATIONS advisors at 931-431-9700 for details.

Q) Can someone other than myself pay for my evaluation with their credit card?
A) If the authorized cardholder is not the applicant, the cardholder must submit a credit card authorization form. This is a security precaution designed to protect the cardholder from fraudulent usage.

Q) How do I pay for my evaluation?
A) Payment may be made by Visa, MasterCard, or money order. Personal checks are not accepted. Section 7 of the application covers payment options. The Credit Card Authorization Form also covers payment options and price breakdowns.

Q) How do I submit my paperwork?
A) You may send your application, certified true copies, and your payment to NCI by mail, email, or fax to cie@nci.edu. A complete list of required documents and the schedule of fees are posted on the Evaluations page of our website, www.nci.edu/evaluation.