

Important Dates for OTA Admission period:

- Apply to Anoka Technical College (www.anokatech.edu) **at least one week** ahead of open OTA Application period
- Study and schedule ATI-TEAS (Test of Essential Academic Skills) and Accuplacer preferably at least 2 months prior to open OTA admission period
- Attend required Information Session prior to application period (mandatory to apply)
 - Information Sessions Wednesdays, from 4-5:30pm
 - Auditorium B: September 12th, October 10th
 - Room 126: November 7th, January 16th, February 20st, March 20st
 - Certificate of Attendance form will be given to attendees to attach to application
- Open Application period: October 1, 2018 until 30 applications are received. After 30 applications are received remaining applications will be accepted on a “temporary wait list” in the order received.
 - Applications can be submitted:
 - In person to Enrollment Services
 - Electronically (see notes below*) to enrollmentservices@anokatech.edu
 - Applications must be received by OTA Orientation date in order to be placed on the “temporary wait list”
- Attend OTA Orientation (mandatory for those accepted and on the “temporary wait list”)
 - Thursday, April 4, 2019 from 3-5:30pm; Room 126

Submitting your application to the OTA Program:

Option #1: Students who have a high school diploma/GED or Associate of Arts or Applied Science

- Submitting your OTA application in hard copy either in person (Enrollment Services/#117) or via mail
 - All applications must be submitted in full
 - Applications must meet the score requirements indicated on the Admission Guidelines
 - Assessment scores for ATI-TEAS and Accuplacer must be “Official Score Reports”
 - Attach Certificate of Attendance from Information Session (attendance is verified through attendance logs)
- *Submitting your OTA application electronically
 - All applications must be submitted in full
 - Application and supporting documents must be scanned and submitted in a “pdf” not in “MS Word” document
 - Scan and include Certificate of Attendance from Information Session (attendance is verified through attendance logs)
 - Email to enrollmentservices@anokatech.edu by dates/time indicated

Option #2: Students who have a Bachelor’s or Master’s degree

- Submitting your OTA application in hard copy either in person (Enrollment Services/Room 117) or via mail
 - Apply to the college several weeks prior to submitting your application
 - All applications must be submitted in full
 - Attach Certificate of Attendance from Information Session (attendance is verified through attendance logs)
 - Attach Official Transcript (do not open sealed envelope with official embossed seal)
- *Submitting your OTA application electronically
 - All applications must be submitted in full
 - Application and supporting documents must be scanned and submitted in a “pdf” not in “MS Word” document
 - Scan and include Certificate of Attendance from Information Session (attendance is verified through attendance logs)
 - Email to enrollmentservices@anokatech.edu by dates/time indicated
 - Request official transcript from National Student Clearinghouse at <http://www.studentclearinghouse.org/>
 - Have National Student Clearinghouse send transcript to registrar@anokatech.edu
 - Records Office will notify Enrollment Services that transcript has arrived and is approved
 - An email to student will confirm the application is complete