



FAX TRANSMITTAL COVER PAGE

Dual Credit Applications Checklist

Before submitting application to the Education Centre please ensure you have all the following information included or attached.

REQUIRED INFORMATION	
Student Name:	School:
Referring Student Success Team member:	
Team member telephone number:	Team member email:
CHECKLIST	
<input type="checkbox"/> All required fields of information on form filled in—and legible. <input type="checkbox"/> Current Grade <input type="checkbox"/> # credits when starting Dual Credit	
<input type="checkbox"/> OEN	
<input type="checkbox"/> SIN (if being registered for apprenticeship in the Employment Ontario Information System)	
<input type="checkbox"/> Transcript	
<input type="checkbox"/> IEP <input type="checkbox"/> not applicable	
<input type="checkbox"/> OYAP Application <input type="checkbox"/> not applicable	
<input type="checkbox"/> School Guidance Counsellor Signature	
<input type="checkbox"/> Student Signature(s)	
<input type="checkbox"/> Parent/ Guardian Signature(s) when applicable	

*If this is an OYAP student who will be entering into a Training Agreement, three (3) copies of this document will be sent to your school. All 3 copies must be signed by the student and parent/ guardian. These 3 copies must then be returned to the Education Centre to be forwarded to the MTCU. The Ministry will obtain the employer’s signature.

Number of pages to follow: _____(including cover page)

Original to Follow: Yes No