

Student Interview Checklist

PLEASE READ CAREFULLY THE FOLLOWING INFORMATION.

1. COMPLETE THE SECOND HALF OF THE ADULT CAREER TRAINING APPLICATION

- Sent to the email address we have on file

2. PROOF OF IDENTIFICATION

Provide 1 of the following acceptable options for forms of identification

- Option A:** US Passport
- Option B:** State ID and birth certificate

If you are not a US Citizen please provide either of the following additional documents

- Option C:** Permanent Resident Card, Alien Resident Card OR Work Permit

3. HIGHEST LEVEL OF EDUCATION

Provide 1 of the following acceptable forms:

- Copy of your High School Diploma or Highest level of Education certificate (from any country)
- College transcript

4. PROOF OF RESIDENCY

Provide 1 of the following acceptable forms:

- Most current utility bill (internet,heat,electric) with your name on it (no more than 60 days old)
- Massachusetts vehicle registration (most current)
- Bank statement/ credit card statement (no more than 60 days old)
- Lease agreement

5. INCOME VERIFICATION

Please select which option applies to you and upload the proper documentation:

- Option A: (W-2)
- Option B: Most recent pay stub (2-3) (If your finances are significantly different this year to the past year)
- Option C: (If you have no income) Award letter from an administering agency (example: SSI, SSDI, DTA, MassHealth)

6. RESUME

- Most recent copy of your resume