

# Applying to Post-Secondary Education and Training

## A guide for volunteers as they help learners

1. Once the learners select their desired post-secondary education and/or training program, help them download or request the application, and determine the best way to submit the application. At this point, you may have to look online or call the admissions office for information on the application process. Include the learner in this process. If calling, you may want to put the phone on speaker, so the learner is able to interact. Also, show the learner the website of the school/program, so they can return to it.
2. When filling out the application, it is better for the learners to do it themselves. If it is a paper application, make two copies. The first, for practice and the second, to be turned in. Be sure to follow the instructions carefully and mail in the appropriate transcripts, forms and money. Most schools/programs have an application fee. However, sometimes this can be waived for learners because they are low-income. Also, some schools/programs do not charge the fee until the first tuition bill.
3. After the application is completed and submitted, make an appointment for the learner to meet with you to check on the application status. It may take two or more weeks for an application to be processed.
4. Encourage the learner to schedule an appointment at the school/program for a tour.