

## HOW TO APPLY

Applicants are encouraged to matriculate by selecting a certificate or degree program at the time of application. An applicant not seeking a degree or certificate can elect to apply as a non-matriculated or guest student.

### MATRICULATED STUDENTS

*(Applicants enrolling in a degree or certificate program)*

- Review the admissions and academic requirements for your program of choice. Some programs require prerequisite coursework. Current high school students may be provisionally accepted into a major pending verification of high school graduation.
- Complete the admissions application. Applications may be submitted online (<http://mwcc.edu/apply/>) or obtained from the MWCC Admissions Office.
- Mail applications & official high school/ homeschool/ high school equivalency documentation to:

MWCC Admissions Office  
444 Green Street  
Gardner, MA 01440

- If you have been awarded an educational certificate from outside the U.S. - Official evaluations to U.S. standards of all high school level coursework, indicating grades earned with the official explanation of grading system, completed through an acceptable credential evaluating agency, such as Spantran - MWCC Pathway (<https://spanside.secure.force.com/SpantranApplication/?Id=ab7a5000-cbc4-4aaa-a4a4-d89c7b241f78>) (offers discounted services), Center for Educational Documentation (CED) (<http://www.cedevaluations.com/>) or World Education Services (WES) (<http://www.wes.org/>) Additional agencies may be found [www.naces.org](http://www.naces.org). (<https://www.naces.org/>)
- Mail official college transcripts to:

MWCC Records Office  
444 Green Street  
Gardner, MA 01440

Copies of an official college transcript are required if:

- You are applying to one of MWCC's selective programs, or
- You seek to transfer college credits, or
- You have been awarded an educational certificate from outside the U.S. - Official evaluations to U.S. standards of all college/university coursework, indicating grades earned with the official explanation of grading system, completed through an acceptable credential evaluating agency, such as Spantran - MWCC Pathway (<https://spanside.secure.force.com/SpantranApplication/?Id=ab7a5000-cbc4-4aaa-a4a4-d89c7b241f78>) (offers discounted services), Center for Educational Documentation (CED) (<http://www.cedevaluations.com/>) or World Education Services (WES) (<http://www.wes.org/>) Additional agencies may be found [www.naces.org](http://www.naces.org). (<https://www.naces.org/>)

### NON-MATRICULATED STUDENTS

*(Applicants not seeking a degree or certificate from the college, known as guest students, are ineligible for financial aid)*

- Complete the admissions application.
- Mail applications to:

MWCC Admissions Office  
444 Green Street  
Gardner, MA 01440

- Non-matriculated or guest students must meet prerequisite requirements for all courses. Prerequisites can be met through placement testing or review and approval of equivalent college coursework.
- Students who wish to matriculate after being admitted as non-matriculated or guest students should contact the Admissions Office. Students will need to declare a major and/or complete an updated admissions application, comply with all requirements of matriculation, and certify that they have completed their high school diploma/high school equivalency assessment. The change will then be effective for the following semester.

- Students who have been awarded an educational certificate from outside the U.S. must provide official evaluations to U.S. standards of all high school/college/university coursework, indicating grades earned with the official explanation of grading system, completed through an acceptable credential evaluating agency, such as Spantran - MWCC Pathway (<https://spanside.secure.force.com/SpantranApplication/?Id=ab7a5000-cbc4-4aaa-a4a4-d89c7b241f78>) (offers discounted services), Center for Educational Documentation (CED) (<http://www.cedevaluations.com/>) or World Education Services (WES) (<http://www.wes.org/>) Additional agencies may be found [www.naces.org](http://www.naces.org). (<https://www.naces.org/>)