

Application Process

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Step 1 is to complete:

- the **Application for Admission** (student and family contact information)
- **Student Questionnaire**

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Step 2 is to send the following required documents to CTK Prep:

- a copy of your birth certificate. **All applicants must be 14 years old by Sept. 1, 2010** (*Required for the Corporate Internship Program, CIP*)
- a copy of your Social Security card (*Required for CIP*)
- If you are not a citizen, a copy of your visa, resident alien card, or permanent resident card (*Required for CIP*)

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Step 3: Families should give the signed Records Release Form, along with the Principal and Teacher recommendation forms, to the student's current school.

The student's current school needs to send:

- Recommendations from the student's Principal/Counselor and Teacher
- A copy of the student's 6th, 7th, and 8th grade transcripts and standardized test scores (7th, 8th, and 9th for sophomore transfer applicants)
- IEP, if applicable
- **A copy of the student's health and immunization records.**

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Step 4.

****ALL FAMILIES MUST COMPLETE the Private School Aid Service "Student Aid Form".**

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Step 5.

An **interview** with the Director of Admissions or other designated school official will be scheduled after the student's application has been processed.