Dear Prospective Student:

Thank you for your interest in the two-year Electrical Technology program at Mechanics Institute. **Electrical Technology classes are held two nights a week, Monday and Wednesday, 5-8pm.**

Important notes:

- All classes require continuous in-person attendance.
- **This application does not guarantee admission.**
- If accepted, classes begin on **Monday, September 16th**.
- Please do not send payment until further notice.

Eligibility Requirements:

- All applicants must be currently employed in the electrical field.
- Must have a minimum of two years of experience in the electrical field.
- Must be a High School, GED, or College graduate.

Admission Materials:

- Application (attached)
- Required Essay (essay questions can be found on the application)
- Letter from employer confirming employment in the electrical field (must verify at least two years of experience)
- Copy of high school diploma, GED, or college transcript
- Photo ID

Those accepted to the Mechanics Institute must pay the required fees listed below:

- $100 Registration Fee due every Semester
- $75 Membership fee due every year

Please send your completed application, required essay and required documents in one email to admissions@generalsociety.org.

Thank you,
Admissions

MECHANICS INSTITUTE

20 West 44th Street   New York City, NY 10036

Fall 2024
Electrical Technology
Two-Year Educational Program
Enrollment Application

Required Documents

- Letter from employer confirming employment in the electrical field (letter must verify at least two years of experience)
- Copy either of high school diploma, GED, or college transcript
- Photo ID

Email this application, required essay and required documents to admissions@generalsociety.org or drop them off at the Admissions Office.

Date: _____

Last Name: _____ **First Name**: _____ **MI**: _____

Address:_____

City: _____ State: _____ Zip Code: _____

Date of Birth: _____

Home Phone: (_____) _____ **Cell Phone**: (_____) _____

E-Mail Address: _____

Company's Name: _____

Position: _____ Supervisor's Name: _____

Telephone: (_____) _____

Are you a member of a union? □ Yes □ No   If **Yes**, please provide the information below.

Union's Name: _____

Are you a Veteran? □ Yes □ No   Are you on Active Military Duty? □ Yes □ No

PLEASE TURN TO PAGE TWO

If accepted into the program, a registration fee of $175 will be due.

Registration Fee (due every semester): $100.00

Student Membership Fee (due every year): $75.00

How did you first hear of the Mechanics Institute?

_____

_____

_____

Required Essay:

Please answer the following questions with a combined total of **250 words**. All essays, preferably typed on a separate piece of paper, must be attached to application with all required documents to admissions@generalsociety.org.

1. What motivated you to apply for enrollment in the Electrical Technology program at Mechanics Institute?

2. How will you benefit from the program in your career?

It is my understanding that I must read the student manual and adhere to the programs' policies and regulations as a condition of my enrollment. I further understand that:

1. **Registration is not complete until all due fees are paid.**
2. **Registration fee is not refundable unless the class is canceled.**
3. **A registration fee will be due every semester.**

Applicant's signature: _____

Mechanics Institute enrolls all applicants meeting the school's entrance requirements regardless of race, color, creed, sex, age, or place of national origin.

IMPORTANT

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