

# Tips and Tidbits

## Applying for the Bachelor of Applied Technology in Manufacturing Engineering Technology

So, you are getting ready to apply to ACC's new Bachelor's degree program. This process **IS COMPETITIVE**, so here are a few pointers:

✓ **MAKE SURE YOU ARE AN ACC STUDENT. BEFORE YOU EVEN APPLY**, you **MUST** have:

- an **ACC ID#** (*first initial1234567*) and
- an **ACC email address** (*firstname.lastname@q.austincc.edu*)

✓ **REGISTER AND ATTEND AN INFORMATION SESSION**



✓ **DOWNLOAD THE BAT APPLICATION** and ***TYPE YOUR RESPONSES***

(Even the best handwriting is not always easy to read)

✓ Identify a current/former **INSTRUCTOR** you had **OR** a current/former **EMPLOYER** to write you **A LETTER OF RECOMMENDATION. CANNOT BE A LETTER FROM A FRIEND**



✓ Did you attend **ANY OTHER college??**  
**GET ALL OFFICIAL TRANSCRIPT(S) INTO ACC ASAP!**

- ([Submitting Transcripts to ACC](#))



**MAKE A COPY OF YOUR TRANSCRIPTS TO SUBMIT WITH YOUR BAT APPLICATION PACKET**

✓ You must have a **RESUME!!** And you need to have the dates of employment listed

✓ **A LETTER OF INTENT** – this is your selling point! Make the most of what you say in this letter. And **PLEASE** follow instructions on the formatting (APA style, 500-800 words). You are applying to a BACHELOR degree program. YOU **MUST BRING YOUR "A-GAME"!**

***DON'T KNOW WHAT APA STYLE IS? DO YOUR HOMEWORK. RESEARCH ONLINE WHAT WE ARE TALKING ABOUT AND MAKE SURE YOUR APPLICATION IS READY TO COMPETE!***

✓ EVERY DOCUMENT YOU HAVE FOR THIS APPLICATION **MUST BE IN PDF FORMAT!!**

✓ Now you are ready to put **ALL YOUR PDFS INTO ONE SINGLE DOCUMENT** – Here is a suggested link on how to do this, or DO YOUR OWN RESEARCH

[How-To Guide for Merging PDFs](#)



*Best of Luck with your Application Packet!!*