



THE APPRENTICE SCHOOL

ADMISSIONS CHECKLIST

Get ready to begin your journey with The Apprentice School at Newport News Shipbuilding. Use this checklist to make sure you complete each step of the admissions process.

1. Submit Your Application

- ☐ Review The Apprentice School's admissions requirements.
- ☐ Select Apply to create your profile and complete the online application.
- ☐ Watch your email for instructions and a link to submit the processing fee.
- ☐ Pay the \$45 non-refundable processing fee, if applicable.

Processing fee waivers may be available for:

- Military members and veterans
- Current Newport News Shipbuilding employees
- Good Life Solutions participants
- Pre-Apprenticeship students

2. Send Official Transcripts

- ☐ Request your official high school transcript. **The transcript is official when issued directly by the school's registrar or counseling office and sealed in an envelope. Electronic official transcripts must be sent to The Apprentice School using one of the electronic platforms below.**
- ☐ Request official college or post-secondary transcripts, if applicable.
- ☐ Submit all required transcripts using an approved delivery method.

Transcript Delivery Options:

- Parchment
- National Student Clearinghouse
- Mail to The Apprentice School Admissions Office, 4101 Washington Avenue, Bldg 1919, Newport News, VA 23607

Once all required documents are received, your application evaluation will begin. Applicants should expect to receive an admissions decision by email in approximately 2–3 weeks.

3. Prepare for an Apprenticeship

- ☐ Research Newport News Shipbuilding, The Apprentice School, and HII.
- ☐ Watch YouTube videos about Newport News Shipbuilding trades.
- ☐ Obtain letters of recommendation from professionals who can speak to your work ethic.
- ☐ Participate in mock interview sessions to ensure you are comfortable with interviewing.

Complete each step above to help keep your application moving forward.