



NORTH SEATTLE
COLLEGE

One of the Seattle Colleges

Watch Technology Institute

CONTACT INFORMATION: [HTTPS://NORTHSEATTLE.EDU](https://northseattle.edu) | [WTI@SEATTLECOLLEGES.EDU](mailto:WTI@seattlecolleges.edu) | 206-934-0169

Thank you for your interest in the Watch Technology Institute (WTI) at North Seattle College (NSC). North's watchmaking training program has adopted the Swiss American Watchmakers Training Alliance (SAWTA) curriculum, established under the guidance of Rolex to further develop watchmaking programs.

The curriculum is comprehensive in scope and designed to effectively address the needs of today's watch market by expanding the after sales service capabilities of luxury watch retailers at their local level. NSC's Watch Technology Institute is one of three Rolex sponsored schools in the United States and is the only one on the West Coast.

Repairing watches, frequently referred to as watchmaking, combines both science and art. This work is well suited to people who enjoy problem solving, have good manual dexterity, and appreciate the beauty of fine workmanship. Though it is challenging to learn watchmaking skills, completion of this course can lead to a very rewarding career.

WTI's intensive 8-quarter program runs year-round, 40 hours/week. Classes run Monday – Thursday 7:30am – 4:30pm. Friday 7:30am – 12:00pm. Successful completion of the program earns you a certificate from North and the SAWTA certificate. With an additional 20 credits of general education coursework, you can obtain a Watch Technology AAS degree. SAWTA students who successfully pass all intermediate exams (SAWTA exams 1-3) qualify to sit for a certification exam (SAWTA exam 4) at the completion of the course.

Our application process is designed to find students with a natural aptitude for the type of work you will be doing in class and career. Therefore, even if you have no experience with watch repair you can still be successful in the application process. The application process does require the applicant to pass a mechanical aptitude as well as a practical assessment. We accept applications throughout the year, but it is beneficial to apply early, as there is a limit to the number of spaces available and especially if you will be applying for financial aid. Students may only start classes in Fall quarter. Check the website for NSC registration due dates.

APPLICATION & REGISTRATION STEPS

Applications accepted year round. Classes start 1 time per year Fall Quarter (September). Admission to the program is competitive. Meeting minimum requirements does not guarantee admission, as the number of qualified applicants may exceed the number of available enrollment spaces.

***INTERNATIONAL STUDENTS - The process is different for International students - You will need to complete all the forms required to receive a student visa and COMPLETE APPLICATION TO COLLEGE the International Programs office.**

Note: High School diploma or GED required

STEP 1: Apply to NSC to get an NSC Student Identification (SID) Number –

Go to <https://northseattle.edu/admissions/steps> and apply for admission to North Seattle College. Once you apply to the College, you will be emailed a **SID number** to use on your Watch Technology Institute application form. If you already have a SID number, all you need to do is update your contact information. You must complete this step before you can apply to the WTI program.

STEP 2: Apply for NSC Financial Aid or other financial support (if applicable) –

Go to <https://northseattle.edu/financial-aid> and apply for financial aid. On the financial aid page you will also find links to other financial support programs.

STEP 3: Submit a completed Watch Technology application form to Watch Technology Institute and include your SID number. Go to [NSC WTI Website](#) to find the WTI application form. When completed, submit WTI application and attach to email: WTI@seattlecolleges.edu.

Note: Incomplete applications will not be considered.

STEP 4: Wait for WTI to review your application: Once your application is evaluated you will be notified of your status. If you are approved to continue to next step, WTI will provide you with an assessment code. You will use this code to take the mechanical aptitude assessment. Note: The evaluation process typically takes 30 days or less.

STEP 5: A non-refundable payment of \$37.00 paid at the Cashier's Office. This fee is for the mechanical aptitude assessment. Complete the invoice (page 7 of this document) and bring it to the Cashier's Office with payment. If you are unable to pay in person on campus, you may complete, scan and submit a credit card authorization form (page 8 of this document). You will need to complete the invoice and the credit card authorization form if paying by credit card. Include paid invoice with application submission as proof of payment.

STEP 6: Go online and take the mechanical aptitude assessment: You will need a code from WTI to take the assessment. Here is the link to the assessment [Mechanical Aptitude Assessment](#). Assessment results will be automatically sent to the WTI program.

STEP 7: Practical and written assessment: You will need to arrange a time with the WTI team to come on site for a 3 practical and 3 written assessment. You may do this by contacting WTI@seattlecolleges.edu. This is the final assessment before acceptance. When attending the assessment, consider it to be similar to a job interview. Your professionalism and communications skills will help you gain acceptance into the program. The assessments include:

Written exercises:

- Math quiz covering basic high school algebra math concepts (math.com has simple review problems for things such as orders of operations, fractions, ratios and using PI to figure area)
- Problem solving (written puzzles)
- Writing exercises (short essay)

Practical exercises:

- Filing metal (simple drawing of what you will file and demonstrate that you know how to file)
- Fine wire manipulation (use small tools to make specific shapes)

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- Working with a simple watch movement (disassembly and reassembly of pocket watch – directions provided at the assessment)

STEP 8: Wait for WTI to review your application: Once your assessment is evaluated you will be notified if you have been accepted into the NSC WTI program. If you are not approved, you may reapply the following year. Note: The evaluation process typically takes 30 days or less. The following is the matrix used when evaluating students for acceptance. Please note the importance of the personal statement in the application. *Note: this matrix is for reference only and may not be actually be filled out. It is not available for students to see after their interview. The purpose of having it here is to show candidates on what they will be evaluated.

WTI Application Evaluation Matrix		
Element	Possible Points	If fail, when can I reapply?
Fully completed application by first consideration date, no blank answers, coherent, legible and accurate. Personal statement minimum 500 words, one separate page, answering all 7 questions	Pass/Fail	Immediately during the same application season
Mechanical aptitude assessment	Pass/Fail	Next year
Practical and written assessment	80	Next year
Communication skills and professionalism while taking practical and written assessment	20	Next year
Total Points	100	

STEP 9: If accepted, respond to acceptance letter: You will receive a response form with the acceptance letter and code of conduct form to indicate whether or not you will be attending the Watch Technology Institute; complete, sign, and attach to email: WTI@seattlecolleges.edu.

STEP 10: Class registration and payment: Around June you will be provided entry codes to enroll for your classes. You cannot enroll before the Fall quarter enrollment period which is typically around the beginning of June each year. There will be a deadline for registration. Please check NSC website for enrollment deadlines. Upon registration you will pay your tuition including the first half of your tool kit fee. The remaining portion of the tool kit fee will be paid upon registration for your second quarter. The textbook fee is not included in registration and requires an invoice from WTI to be paid at the cashier's office.

STEP 11: Attend the NSC New Student Orientation: This orientation will help you learn about the recourses available to you as a NSC student. This is especially important for as a watch making student because you will be in class for many hours of the day it can be more challenging to learn about resources and get involved in college activities. You can find the dates and time of the orientations at the bottom of this link: [NSC New Student Orientation](#)

STEP 12: Paying for your textbook: Before school begins the textbook invoice will be emailed to you. Pay for your textbook before the class start date. Note: it will be too late on the 1st day of class. You need to pay at the cashier's office. Map locator: <https://northseattle.edu/locator>.

STEP 13: Getting your textbook: Bring your receipt from the cashier's office to the WTI faculty on the first day of class and you will be provided with the textbook.

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APPLICATION FOR ENROLLMENT

CONTACT INFORMATION

First Name		Middle Initial	Last Name	
Address, including apartment number			City	State
Day Phone		Cell Phone	Evening Phone	
Date of Birth (mm/dd/yyyy)			Gender	
E-mail Address			Previous Names 1. _____ 2. _____	
The best method of communication: Email ___ Mail ___ Phone ___				
Student Identification Number (SID) --- ---		<p>Note: Your social security number is confidential and, under a federal law called the Family Educational Rights & Privacy Act, the college will protect it from unauthorized use and/or disclosure. In compliance with state/federal requirements, disclosure may be required for the purposes of state and federal financial aid, Hope/Lifetime Learning tax credits, academic transcripts, assessment or accountability research.</p> <p>Are you an International Student (here on a student visa)? Yes <input type="checkbox"/> No <input type="checkbox"/> Visa Type: _____ Have you been granted Deferred Action for Childhood Arrivals (DACA)? Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
If you do not already have an SID number, go to https://northseattle.edu/admissions/steps and apply online. Once you finish the online application, you will be given an SID number.				
Are you a US resident and eligible to attend school in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If not a US citizen, what is your country of citizenship or your visa status? _____				
<input type="checkbox"/> Immigrant/Permanent Resident <input type="checkbox"/> Visitor <input type="checkbox"/> Temporary Resident <input type="checkbox"/> International Student Visa <input type="checkbox"/> Refugee				
Employers in the watch and jewelry industry routinely require security exams, background checks, and credit reports to make hiring decisions. Is there anything in your background limiting your employability in this trade? <input type="checkbox"/> Yes <input type="checkbox"/> No				

EDUCATIONAL BACKGROUND

Year and quarter you plan to start: FALL QUARTER, 20_____		Are you the first generation in your family to attend college? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have a G.E.D. certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No Year received: _____				
College, vocational, or technical school attended/Degree in Progress	City and State	Years attended (YY) From: To:	Did you graduate/or will graduate? <input type="checkbox"/> Yes, Year _____ <input type="checkbox"/> No, Month/Year _____	
College, vocational, or technical school attended	City and State	Years attended (YY) From: To:	Did you graduate? <input type="checkbox"/> Yes, Year _____ <input type="checkbox"/> No	
College, vocational, or technical school attended	City and State	Years attended (YY) From: To:	Did you graduate? <input type="checkbox"/> Yes, Year _____ <input type="checkbox"/> No	

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List all other schools you have attended, including college, trade and vocational schools, or attach a resume of your post-secondary education.

Name of school	Location	Course of study	Dates	Degree

WORK HISTORY

List your entire employment history, including volunteer, part-time and/or summer employment (attach additional sheets as necessary), or attach a resume of your work experience.

Employer	Type of work	Hire & Termination date	Hours per week

HOW DID YOU LEARN ABOUT WTI? (CHECK ONLY ONE)

1. How did you hear about the Bachelor of Applied Science in International Business program at North Seattle College?

Family / Friend
 Radio
 College Schedule
 Social Media
 College Advisor
 Instructor
 NSC Website
 Seattle Colleges Website
 Search Engine (google, bing, yahoo, etc)
 Bus Advertisements
 Billboard
 Other: _____

I certify to the best of my knowledge that all statements on this form are true.

Signature: _____

Date: _____

PERSONAL STATEMENT - This statement should be approximately 500 words.

This personal statement will help us become acquainted with you as an individual seeking a career as a watchmaker. In your statement, please answer the following questions and include any other relevant information about yourself or your experiences.

Watchmaking, known in the industry as Watch Repair, is a vocation requiring knowledge of some specialty of learning. With that in mind, please respond to the following questions:

- How did you become interested in learning watch repair?
- Repairing watches is intricate, detailed mechanical work. What experience (work, hobby, previous training) do you have that makes you believe you can be successful in this program?
- Is there something that you liked or did well in your present or last job that could prepare you for a career in watch repair?
- Based on what you know about the watchmaking profession what do you expect to contribute to the profession?
- NSC offers a 2 year, 3000 hour program that must be completed on a full time basis. Will you be prepared to start class this September and how will you finance your education while participating in a full-time course?
- What other occupations interest you? Have you ever applied to a school relating to those occupations?
- Please describe the ideal job for you following graduation. If required would you relocate for that job?

Please return your application with personal statement to:

Email: WTI@seattlecolleges.edu Phone: (206) 934-0169 Fax: (206) 934-3659

ENTRANCE ASSESSMENTS:

Once we receive your application you must pass two entrance assessments. 1. Online mechanical aptitude assessment: You will receive a code from WTI once application is reviewed for completion and accuracy. This code will allow you to register online and take the mechanical aptitude assessment. 2. On-site Practical and Written assessment: Once you have successfully completed the mechanical aptitude assessment, we will contact you to schedule your practical and written assessment. The practical and written is administered in our classroom @ North. Because space is limited for testing, please return your application ASAP. Please plan on spending a whole day in the lab for the assessment. You should arrive by 8:00 AM and will be finished by approximately 4:30 PM.

FINANCING YOUR EDUCATION:

During the application process, you should be considering how you would finance your education. Some of our students qualify for financial aid. For more information on Financial Aid, please contact the North Seattle College Financial Aid office by visiting their website <http://www.northseattle.edu/enroll/finance> or by calling them at (206) 934-3688.

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WTI Invoice #1 (Assessment Fee)

Complete and deliver to cashier's office with \$35.00 payment

Directions: Print and complete this form and bring to on-site Cashier's office to pay

TO: Cashier
FROM: Watch Tech
BUDGET #: 148-012-3708
CODE: FV
DATE:

Cashier: Please charge the appropriate fees as follows:

Student Name: _____

Student SID #: _____

	Item	Price	Qty	Total
	Assessment Fee	37.00	1	\$37.00
Budget #	148-012-3708		Subtotal:	\$37.00
Code:	FV		Tax:	\$00.00
			Total:	\$37.00

NORTH SEATTLE COLLEGE
 9600 COLLEGE WAY NORTH
 SEATTLE, WA 98103-3599
 BEIT DIVISION OFFICE PHONE 206 934-7794

Credit Card Charge Authorization

Name (please print)	Student ID # (if you have one)
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Cardholder Name		
Cardholder Address		
Cardholder Telephone Number		
Cardholder Email		
Card Number	Expiration Date	V-Code
Amount to be charged \$ 37.00		
Cardholder signature		
Contact phone:	Applicant Email Address:	

Complete this form and email to:

North Seattle College
 WTI Office
 9600 College Way North
 Seattle, WA 98103-3599

Office: 206-934-0169
 E-mail: WTI@seattlecolleges.edu

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WTI Invoice #2 (Textbook Fee)

Complete and deliver to cashier's office with textbook fee payment

NOTE: Do not pay WTI Invoice #2 until you receive full acceptance into the program

Directions: Print and complete this form and bring to on-site Cashier's office to pay

TO: Cashier
FROM: Watch Tech
BUDGET #: 148-012-3708
CODE: FV
DATE:

Cashier: Please charge the appropriate fees as follows:

Student Name: _____

Student SID #: _____

Item	Price	Qty	Total
Book - Theory of Horology	135.00	1	\$135.00
Book - The Watchmaker and his Lathe	\$49.50	1	\$49.50
Budget # 148-012-3708		Subtotal:	\$184.50
Code: FV		Tax:	\$16.75
		Total:	\$201.25