

J-CARD APPLICATION GUIDELINES

- 1. Complete the Journeyman Card Application.**
- 2. Applicant must have eight (8) years of documented experience in the trade or has served an Apprenticeship comparable to UAW Standards. Documentation of classes and shop training schedule must be provided if Apprenticeship was not served at a company represented by the UAW.**
- 3. Obtain a work letter from previous employer**
 - a. Must show 8 years proof of experience at the trade
 - b. Need 2 copies of each work letter
 - c. Must be on company letterhead stationery
 - d. If letter is computer generated, W-2s for 8 years must also be submitted.
 - e. All copies must be dated and signed by a company official and notarized
 - f. Work record must list specific dates of employment and classifications held.
 - g. Work letter should include a detailed description of the type of work performed.
- 4. The card committee will request a Work History letter from Rolls-Royce Corporation.**
- 5. Turn paperwork into UAW Apprenticeship Chairman**
- 6. You will be asked to sign two (2) Blue Journeyman applications.**
- 7. A time will be set up to have your picture taken for the application.**
- 8. You will receive a letter by mail letting you know the status of your application from the International Union.**
- 9. Time frame for receipt of Journeyman Card from International Union may vary.**