Gwinnett Technical College Admissions Checklist

WHAT ARE MY NEXT STEPS ?

Submit Online Application
☐ Apply here: GwinnettTech.edu/enrollment/apply
☐ Pay the one-time $25 non-refundable fee

Document Submission Deadline

Term	Fall 2024	Spring 2025	Summer 2025
Early Deadline	June 28	November 8	April 1
Late Deadline	July 17	December 5	April 29
Classes Begin	August 19	January 13	May 27

Submit Residency and Lawful Presence Documents
☐ Residency: Driver's License **or** State ID
☐ Lawful Presence: Driver's License with star *or* US Passport *or* US Birth certificate
  (If applicable) Permanent Residency Card, front and back

Documents may be copied in the Recruitment Office or emailed to **AdmissionsDocs@GwinnettTech.edu**

Submit Official Transcripts and AP Score Reports
☐ **High School Students:** Submit an **official** high school transcript with a **graduation date** or in-progress 12th grade transcript if still enrolled in school (final transcript will be needed after graduation)
  Georgia High School Graduates: Request an electronic copy at Gafutures.org

☐ **GED Graduates:** Submit an **official** GED transcript (not diploma) with **graduation date**
  GED graduates from GA, including Gwinnett Tech students, Request Transcript at: TCSG.edu/adult-education; *Other states can use* GED.com

☐ **Transfer Students:** Submit an **official** transcripts from **ALL** colleges attended, regardless of length of attendance/ completion of courses. *Pending transcript review, students with more than 12 transferable credit hours may receive exemption from submitting their high school transcript.*

☐ **Foreign High School & College Transcripts:** Submit an **official** evaluation from an accredited NACES agency
  A list of approved agencies can be found at: *Naces.org/members*

☐ **AP Scores (if applicable):** Submit **official** score report to GTC from CollegeBoard.org *(GTC school code is 5168)*
  *Credit will be awarded after GTC receives and reviews the score report

How to Send Application Materials:
Option 1: **HAND DELIVER** to the Recruitment Office. Bldg. 100/A, Room 219. **Do not open sealed transcripts.**

Option 2: **MAIL** to Gwinnett Technical College ATTN: Admissions Office 5150 Sugarloaf Parkway Lawrenceville GA 30043

Option 3: **ELECTRONICALLY** from Gafutures.org, eScrip-Safe, Parchment, or National Student Clearinghouse to **AdmissionsDocs@GwinnettTech.edu** ONLY.
*Transcripts cannot be faxed or emailed to the applicant's personal email
*Opened transcripts are considered unofficial and cannot be used

Submit Official Placement Test Scores or Take ACCUPLACER
☐ **SAT and ACT scores**: **Official** scores within last 10 years; **SAT** scores sent to GTC from CollegeBoard.org *(GTC school code is 5168)*, **ACT** scores sent to GTC from ACT.org *(GTC school code is 0847)*
☐ **ACCUPLACER:** Offered at Gwinnett Tech. Must pre-register for a date/time at www.RegisterBlast.com/GTC
Exemption Qualifications
- **Transfer Students:** Successful completion of degree level MATH and ENGL from an accredited institution on an official transcript can be reviewed to determine if it can satisfy the placement score requirement.
- **High School Students:** Pending transcript review, a student's high school GPA can be reviewed to determine testing exemption:

Diploma/Certificate programs: 2.0 or higher cumulative GPA   **Degree programs:** 2.6 or higher cumulative GPA

6.5.24

WHAT ARE MY NEXT STEPS ?

Placement Test Score Requirements

	SAT (2 digit or 3 digit)		ACT		Accuplacer	
	Certificate, Diploma	Degree	Certificate, Diploma	Degree	Certificate, Diploma	Degree
Reading	16 or 320	17 or 340	14	16	224	236
Writing/ English	15 or 300	17 or 340	13	14	236	249
Math	18 or 360	21 or 420	14	17	229	229
Quantitative Reasoning	N/A	N/A	N/A	N/A	N/A	245

Check Your Status

GwinnettTech.edu/enrollment/apply/
Log into your application portal
View your checklist
Green ✔ = Processed, Red X = Not Processed

Questions?

Visit the Student Recruitment Center
Mon-Thurs 8 a.m.—4:45 p.m.;
Friday 8 a.m.—3:45 p.m.
GTCRecruitment@GwinnettTech.edu

Please allow up to 10 business days for admissions to review and process items

Complete the FAFSA

www.FAFSA.gov
Gwinnett Tech code is 016139

Document Deadline Dates

	Fall 2024	Spring 2025	Summer 2025
FAFSA Filing Priority Deadline	May 15	Oct 16	March 3
Document Deadline	June 14	Nov 1	April 1
Mini-Mester C Document Deadline	Sept 9	Jan 31	N/A

After Acceptance

Meet with your enrollment advisor
☐ Download the QLess app for an in-person, phone or WebX appointment

☐ Email your enrollment team:
BusinessTeam@GwinnettTech.edu
CISTeam@GwinnettTech.edu
ECMDTeam@GwinnettTech.edu
HealthTeam@GwinnettTech.edu
PPS-Team@GwinnettTech.edu