

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

Submit Residency and Lawful Presence Documents

- Residency: Driver's License **or** State ID
- Lawful Presence: Driver's License with star **or** U.S. passport **or** U.S. birth certificate
- (If applicable)** Permanent Residency Card, front and back

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

DATES & DEADLINES

Document Submission,
Class Registration,
FAFSA Deadline,
Semester Start,
and more!



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

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

WHAT ARE MY NEXT STEPS?

Check Your Status

GwinnettTech.edu/enrollment/apply/

Log into your application portal
View your checklist

Green  = Processed, Red  = 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

- Apply at www.FAFSA.gov
- Use Gwinnett Tech. code: **016139**



 **FAFSA HELP:**
FAFSA application assistance, forms required, eligibility, state/federal funds options, and more!

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

More Questions?

Contact the Financial Aid Office by email-
FinancialAidOffice@GwinnettTech.edu OR
 click "Start Chat" at GwinnettTech.edu to
 speak to a representative

Alpharetta-North Fulton Campus
 2875 Old Milton Parkway
 Alpharetta, GA 30009-2230
 470-282-5400

Lawrenceville Campus
 5150 Sugarloaf Parkway
 Lawrenceville, GA 30043-5702
 770-962-7580


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 TECHNICAL COLLEGE

Phone: 770-962-7580

GwinnettTech.edu