

How To Submit a Dual Enrollment Admissions Application

Follow the steps below to submit a Dual Enrollment admissions application to the college:

1. Go to www.GwinnettTech.edu/DualEnrollment/Apply
 - Select item #1 **Admissions Application: *Click here to begin the Admissions Application***
2. **If you are a new student:** Select ***New Users Click Here*** at the bottom of the page.
 - Enter the required information for your profile. All fields with an * are required
 - **If you already have an account:** Enter your login information and select **Sign in** at the bottom of the page, then proceed to Step 3 below
 - If you have forgotten your password, click **Forgot your password**
 - **Do NOT use your high school email address**
3. **Complete and submit the Dual Enrollment admissions application**
 - Under *Application Listing*, select **Dual Enrollment**
 - Under *Campus*, select either **Lawrenceville campus** or **Alpharetta-North Fulton campus**
(If you plan to take online classes, you still have to select a campus).
 - Select *Program Type*: **Certificate, Diploma** or **Associates Degree**.
 - > If you are going to take general education core classes (English, Math, History, etc.), select **Certificate** and then under *Specific Program*,
 - select **Early College Essentials** as your program of study.
 - > If you plan to take core classes AND some program specific courses, you must select **Associates Degree** and choose the Degree program in that area (ex: Accounting, Associate of Applied Science).
 - Select *Term*: **Fall, Spring or Summer**
 - Select **Start Application**
4. **Complete the entire application** – General information, residency, citizenship status, demographics, high school information, educational experience, emergency contact. ***If there is any information missing from the application, additional documentation may be required to verify residency and/or citizenship for funding purposes.***
5. **Select Review Application** – Review and edit anything this is needed.
6. **Select Submit Application**
7. **Verify and submit** – Read, sign, verify and submit.
8. **To check your application status log back in to the admissions portal.**

GwinnettTech.edu/DualEnrollment • *Questions? Contact DualEnrollment@GwinnettTech.edu*