

How to Check Your Gwinnett Tech Application Status

Welcome to Gwinnett Technical College! Follow this simple step-by-step guide to log into your portal, track required documents, and monitor your admission status.

Step-by-Step Instructions

Step 1: Log Into Your Admissions Portal

1. Go to the [Gwinnett Tech Admissions Portal](#).
2. Log in using the credentials created when you submitted your application.

Step 2: Locate Your Student Profile Details

Once logged in, verify your key information at the top of the dashboard:

- **Your Name** (Top Left/Header)
- **GTC ID Number:** Automatically generated after application submission (keep this number handy for all communications with the college).

Step 3: Access "My Applications" & Review Your Checklist

1. Click on "**My Applications**".
2. Select your current term application (e.g., *Fall Semester*).
3. Review your **Document Checklist**:
 - a. **Green Checkmark:** Document received and successfully processed.
 - b. **Red Checkmark:** Required document still needed to complete your file or item not fully processed by admissions.



Processing Timelines & Expectations

- **Standard Processing Time:** Allow **at least 14 business days** after submitting documents for updates to appear in your portal.

- **Peak Processing Delay:** During the **30 business days prior to an application deadline**, review times may be longer. Please submit the application materials as early as possible.

Checklist Requirements & How to Satisfy Them

Requirement	What Satisfies It?	How / Where to Submit
Official Transcripts	• Official high school or college transcript with graduation date & final GPA.	• Electronic via 3rd party (Parchment, GAFutures, Naviance, GED, National Student Clearinghouse) to AdmissionsDocs@GwinnettTech.edu • Bring to campus in a sealed original envelope. • Mail to the GTC's Admissions Department.
Lawful Presence	• Current Real ID, U.S. Passport, or U.S. Birth Certificate.	• Upload directly into the Application Portal • Email a copy/photo to AdmissionsDocs@GwinnettTech.edu
Proof of Residency	• Current GA Driver's License / State ID / Real ID (issued at least 12 months prior to term start). • GA-500 Tax Document. • <i>Alternative (2 sets of listed documents)</i> 12 consecutive	• Upload directly into the Application Portal • Email to AdmissionsDocs@GwinnettTech.edu

	months of bank, utility, or mortgage/lease statements.	
Placement Testing / Exemption	• High School GPA: at least 2.0 (Diploma/Certificate) or at least 2.6 (Degree). • Qualifying SAT or ACT scores. • Transfer credit (ENGL 1101 / MATH 1111 with 'C' or higher). • Accuplacer Assessment scores.	• Official test scores or transcript review.
Application Fee	• Required payment submitted with application.	If unpaid online, pay in person at the Bursar's Office (Lawrenceville Main Campus).

 **Pro-Tip:** Check your portal regularly throughout the admissions cycle. Additional items may be added as your file is reviewed.

? Need Help?

- **Questions about submitted documents?** Email Admissions@GwinnettTech.edu
- **Mailing Address:**

Gwinnett Technical College

Attn: Admissions

5150 Sugarloaf Parkway

Lawrenceville, GA 30043

- **In-person Assistance:** Visit the Student Recruitment offices on the **Lawrenceville Campus** or **Alpharetta-North Fulton Campus**.
- **Phone Contact:**
 - Lawrenceville Campus: 678-226-6751
 - Alpharetta-North Fulton Campus: 470-282-5273