

New Students: Admissions Application Instructions

Follow the steps below to create an account and submit an application:

1. Visit our website at GwinnettTech.edu/DualEnrollment

- Select **“Apply”** from the menu bar on the right-hand side
- Select **“Gwinnett Tech Dual Enrollment Admissions Application”**
- Select **“Create Account”** at the top of the page (*This is not the application*)

Complete all fields with an * are required. Enter the required information for your profile.

2. Complete the Dual Enrollment application

- Select **“Apply Online”** at the top of the page
- Under *Application Listing*, select **“Start A Dual Enrollment Application”**
- Under *Online Application*, make sure the correct term and program are selected

Complete **all** six parts of the application: *General Information (enter your legal name), Demographics, Program Information, Educational Experience, Residency and Signature*. *If there is any information missing from the application, additional documentation may be required.*

3. Program Information

- If you want to apply for a different Academic Program, select a program from the drop down menu.
- After selecting an Academic Program, please select **“the campus”** you want to attend.

If you select Lawrenceville as your home campus you may still register for classes at the Alpharetta-North Fulton campus.

4. Educational Experience

- Select **“Add High School Attended”** to select your high school
- Select **“Browse”** to select the **“Country and State”**
- Select **“Search”** and find your high school in the *Results Found* drop down menu
- Click your high school and click **“Select”**

*If your high school is not listed or you are home schooled, please select **“The organization is not listed.”** Then, enter your high school information under **“Unlisted School Name and Address”**. After completing the application, please send an email DEadmissions@GwinnettTech.edu and let us know your high school information.*

5. Residency

- Please verify that your Social Security Number is entered correctly

*After agreeing to all the terms, click **“Submit Application”**. Complete your admissions application file by submitting a new Student Participation Agreement and a new GAfutures Funding Application.*

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