

Returning Students: Admissions Application Instructions

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

1. Visit our website at GwinnettTech.edu/DualEnrollment
 - Click **“Apply”** on the left side of the window
 - Click **“Gwinnett Tech Dual Enrollment Admissions Application”**
 - Login to your account.

Forgot your password? Go to the Recruitment Office for assistance accessing your account.

2. Complete the Dual Enrollment application
 - Click **“Apply Online”** at the top of the page
 - Select **“Start a Dual Enrollment Application”**
 - Select an **“Entry Term”** and click **“Submit”**

Complete **all** six parts of the application: General Information (**enter your legal name**), Demographics, Program Information, Educational Experience, Residency and Signature.

3. Program Information
 - Select an **“Academic Program”** and **“Campus”**

4. Educational Experience

If you have changed high schools please follow these steps to add the new high school

- Click **“Clear”** to remove the current high school
- Click **“Browse”** to select the **“Country and State”**
- Click **“Search”** and find your high school in the *Results Found* drop down menu
- Click your high school
- Then 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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