

How To Complete the Gwinnett Tech Admissions Application for Dual Enrollment

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

1. Visit our website at GwinnettTech.edu/DualEnrollment

- Click “Apply to GWINNETT TECH” button on the right side of the window

NEW STUDENTS: Click “Create Account” at the top of the page

- Enter the required information for your profile. All fields with an * are required

RETURNING STUDENTS: Log in to your account then

- If you have forgotten your password, click “Forgot your password”
- If you get locked out, email the Recruitment Office at GTCRecruitment@GwinnettTech.edu

2. Complete the Dual Enrollment application

- Click “Apply Online” at the top of the page or click “Start An Application” under *Next Steps* at the bottom of the page
- Under *Application Listing*, select “Start a Dual Enrollment Application”
- Under *Online Application*, click “Next” if the correct term is selected
- Complete the entire application: **General Information, 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

- Select an Academic Program and “the campus” you want to attend
 - > If you will only take general education core classes (English, Math, History, etc) select “Early College Essentials” as your program of study
 - > If you plan to take core classes AND some program specific course, you must apply for the Degree program in that area (ex. Accounting, Associate of Applied Science)

4. Educational Experience – SEARCH FOR YOUR HIGH SCHOOL: DO NOT TYPE IT INTO THE FIRST LINE

- Click “Add High School Attended” to select your high school
- Select the “Country and State”
- Click “Search” for a full list of all Georgia high schools
- Click the “down arrow” under *Results Found*, then click “Select”

Only 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.

- Click “Save & Continue” after each section
- After agreeing to all the terms, click “Submit Application”