How To Submit an Admissions Application

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

1. Go to **www.GwinnettTech.edu/DualEnrollment/Apply**
    • Click on 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**

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, demographics, high school
    information, educational experience, emergency contact. *If there is any information missing from
    the application, additional documentation may be required.*

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. **Complete your student file and get accepted**
    • Return to ***GwinnettTech.edu/DualEnrollment/Apply*** to view the items needed

9. **Log back into your account to check your application status.**

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