

NEW OR TRANSFER STUDENTS

If you are either a student who has never attended college and are applying to North Georgia Technical College for the first time, or a student who is transferring from a college other than NGTC, you should follow these easy steps:

If you have additional questions after reviewing the page

information visit [FAQs \(https://northgatech.edu/students/admissions/faq\)](https://northgatech.edu/students/admissions/faq) .

Have you chosen your career?

You must choose a career path before applying.

Programs of Study ► (</programs-of-study>)

Complete Your Application

Provide the following items to the Admissions Office on or before the enrollment deadline:



Complete Your Application

1. Visit BannerWeb for Applicants
(https://banners.northgatech.edu/pls/ban8/twbkwbis.P_GenMenu?name=homepage)
2. Select "Apply Online/View Admission Status" option
3. You will need to create a new NGTC BannerWeb Account if you do not already have one.
4. Follow the instructions to complete your Online College Application.



Pay the Application Fee

While completing the application process you will be asked to submit payment information online to

cover the \$25 one-time application fee.



Residency Documentation

Residency documentation to qualify for in-state tuition. Be sure to fully and accurately answer all residency questions on the application. Additional Proof of Georgia Residency (/student-affairs/admissions/faqs#proof_of_residency) may also be required if you are seeking in-state tuition.



Provide Secondary School Transcripts

You must submit sealed high school transcripts or official GED scores from all high schools you have attended. *Please note that opened transcripts are not considered official and therefore are invalid.*

If you have attended secondary or post-secondary schools outside the United States, you must have those transcripts translated and evaluated by an approved outside organization. NGTC accepts transcripts evaluated by

- Josef Silny & Associates (www.jsilny.com (<http://www.jsilny.com/>)) or
- World Education Services (www.wes.org (<http://www.wes.org/>))

Home School Graduates

Applicants of home schools who did not attend a recognized accredited program must adhere to the following alternative path for admission:

- Submit a Certificate of Attendance form from the local superintendent's office or Georgia Department of Education verifying that (1) the parent or legal guardian notified the superintendent of intent to homeschool and (2) that the parent or legal guardian submitted the required attendance reports as required by O.C.G.A. § 20-2-690.
- Submit annual progress reports or a final transcript for the equivalent of the homeschooled student's junior and senior years. The final progress report should include the graduation date.



Provide Post-Secondary Transcripts

If you have a bachelor's degree or higher, you do not have to submit high school transcripts. However, transfer students must submit official sealed transcripts from all colleges attended. *Please note that opened transcripts are not considered official and therefore are invalid.*

If you have attended secondary or post-secondary schools outside the United States, you must have those transcripts translated and evaluated by an approved outside organization. NGTC accepts transcripts evaluated by

- Josef Silny & Associates (www.jsilny.com (<http://www.jsilny.com/>)) or
- World Education Services (www.wes.org (<http://www.wes.org/>))



Submit ACCUPLACER Placement Test Scores to the Admissions Office

WHAT is the ACCUPLACER Placement Test?

North Georgia Technical College uses ACCUPLACER placement tests to identify academic skills and needs. These tests include sections on reading comprehension, writing skills, and basic math.

Algebra is required for some programs. ACCUPLACER placement tests are taken on a computer; they are un-timed and testers may use the calculator that is provided on the ACCUPLACER exam.

Nervous about taking the ACCUPLACER Placement Exam? We have Resources!

[CLICK HERE \(/student-affairs/admissions/placement-test-resources\)](/student-affairs/admissions/placement-test-resources) to see the ACCUPLACER

Placement Exam resources



Apply for On-Campus Housing

The Clarkesville Campus has a Residence Hall where students can live and enjoy the full college experience.

To find out more or to apply for housing:

1. Visit <https://northgatech.edu/student-affairs/student-life/student-housing> (/student-affairs/student-life/student-housing)
2. Under "Apply for Housing" click on "Residence Hall Application".
3. Follow the instructions to complete your Bryant Residence Hall Application.


Submit the required items to the Admissions Office at the campus where you wish to attend classes:


Clarkesville or Currahee Campus

Attn: Admissions Office

P.O. Box 65

Clarkesville, GA 30523

Phone: (706) 754-7700 


Fax: (706) 754-7777 


Blairsville Campus

Attn: Admissions Office

121 Meeks Avenue

Blairsville, GA 30512

Phone: (706) 439-6300 

Fax: (706) 439-6301 

I'm Finished! What's Next?

Once you have completed these steps and submitted all required documents, you will receive an acceptance letter in the mail. You can check the progress of your application on BannerWeb .

Check Progress ► (<https://ww2.northgatech.edu/banner-confirmation/Default.as>)

FAQS

What do I need to do to apply?

- Submit an Application for Admission/Readmission.
- Pay a one-time \$25 application fee.
- Fully and accurately answer all the residency questions on the application and provide a certified birth certificate (or other information) to prove lawful presence in the US if seeking in-state tuition.
- Submit official, sealed high school/GED transcripts. Opened transcripts are not official and are invalid.
- Submit official, sealed transcript from ALL colleges attended. Opened transcripts are not official and are invalid.
- Take the Accuplacer Placement Test or submit valid ACT or SAT scores (applicants must have a valid picture ID to test). Transfer students with appropriate English and math courses may not be required to test.
- Complete the Free Application for Federal Student Aid (FAFSA) or HOPE Scholarship/Grant application. The FAFSA is the application for both the Federal Pell Grant AND the HOPE Scholarship/Grant. The application is available online at www.fafsa.ed.gov (<https://fafsa.ed.gov/>). Visit our website at www.northgatech.edu (<http://www.northgatech.edu/>) for additional information. THE SCHOOL CODE FOR NORTH GEORGIA TECH IS 005619.

Do I have to request my transcripts be sent to your school, or will you do that for me?

You are responsible for making the transcript request to your former school. We do have transcript request forms available if you would like to use them.

Can you tell me before I take the time to apply and request transcripts if my courses from my former college will transfer to your school?

Typically, core courses taken at previous colleges that are accredited by an agency that TCSG will allow us to accept will transfer as long as the student made a C or better. Occupational courses taken within the last 60 months will also more than likely transfer as long as a student made a C or better. However, we cannot give definite answers about transfer of credit without actually seeing the official transcript.

Do I have to get my high school transcript since I went to another college?

Yes. Students must provide official high school transcripts unless they have successfully completed a Bachelor's Degree from an accredited college or university.

Do I have to get a transcript from my other college when I know nothing from there will transfer to my program at North Georgia Tech?

Yes. North Georgia Tech requires an official, sealed transcript from all colleges attended.

Do I have to pay for an official GED transcript from Atlanta even though I earned my GED at your school?

Yes. You must request that an official GED transcript be sent to our school. We can allow you to start classes with an unofficial GED transcript, but a hold will be placed on your records until we receive your official transcript.

I attended an online high school (or college). Will you take my diploma or credits?**

It depends. NGTC is allowed to accept high school diplomas and GED's awarded through schools who are accredited by one of the following agencies:

- Regional accrediting agencies which include:
 - Middle States Association of Colleges and Schools
 - New England Association of Schools and Colleges
 - North Central Association of Colleges and Schools/Council on Accreditation and School Improvement
 - Northwest Accreditation Commission
 - Western Association of Schools and Colleges
 - Southern Association of Colleges and Schools/Council on Accreditation and School Improvement
- Georgia Accrediting Commission
- Georgia Association of Christian Schools

- Association of Christian Schools International
- Georgia Private School Accreditation Council
- Accrediting Commission for Independent Study (note: ACIS merged with the Georgia Accrediting Commission in 2005)
- Southern Association of Independent Schools
- Florida Council of Independent Schools
- South Carolina Independent School Association
- Texas Private School Accreditation Commission
- Distance Education Training Council
- TCSG will accept a high school diploma from a public school that is not accredited by one of the above agencies but is regulated by a school system and state department of education.

The name of the accrediting agency must match exactly one of the agencies above. Many accrediting agencies have similar names, but we are only allowed to accept the ones listed above.

What happens if I don't pass the Accuplacer Test? Does that mean I can't come to school next semester?

Accuplacer is a placement exam and is used to determine your strengths in the areas of Reading, Writing, Math, and Algebra. If you do not make the required Accuplacer scores to enter your program, you may be required to perform Short Term Remediation through our Student Success Center, take a Learning Support class, or do some refresher work in our Adult Education Department. Rarely does the Accuplacer exam completely exclude a student from enrolling in classes at NGTC.

My acceptance letter says that I'm coded "out-of-state," but I've lived here my whole life. What can I do to be coded "in-state"?

Verification of Lawful Presence in the United States

Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before you are eligible for consideration of in-state tuition:

- A current Driver's License issued by the State of Georgia (must be issued after January 1, 2008 and indicate residency in Georgia for twelve consecutive months prior to the first day of term).
- A current ID issued by the State of Georgia (must be issued after January 1, 2008 and indicate residency in Georgia for twelve consecutive months prior to the first day of term).
- A current Driver's License or ID issued by a state that verifies immigration status and only issues to persons lawfully present in the United States.

The Technical College System of Georgia (TCSG) will accept the following:

- **Alabama:** Issued after August 1, 2000
- **Florida:** Issued after January 1, 2010 AND have a gold star in the upper right hand corner.
- **South Carolina:** Issued after November 1, 2008
- **Tennessee:** Issued after May 29, 2004.
- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable.
- An approved completed FAFSA for the current financial aid year.
- A current, valid Permanent Resident Card (USCIS form 1-151 or 1-551).
- A current, valid military identification card for active duty soldiers or veterans.
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240).
- A current U.S. Passport.
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).

Any student who cannot be verified as lawfully present in the United States is not eligible to be considered for in-state tuition, regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as outlined in TCSG Board Policy and Procedure V.B.3 to warrant an in-state classification. Students that are initially classified as out-of-state and successfully petition to have their residency changed to in-state also have to meet the verification requirement.

I was a student at NGTC before, so do I still have to prove my lawful presence in the US?


I mean doesn't my enrollment before prove that I was a resident back then? Unfortunately, no. Students who have had a break of enrollment since January 2012 must come in under the new law, and therefore must prove residency using one of the items listed above.

How much does it cost to attend NGTC?

A Tuition and Fee Sheet can be found on the NGTC website at www.northgatech.edu and go to: Academic Programs – College Catalog – Tuition and Fees.

What kind of Financial Aid programs are offered at your

college?

NGTC offers the HOPE Grant, the HOPE Scholarship, the PELL Grant, the Nelnet Payment Plan, Federal Direct Student Loans, and WIA. To find out more information about these programs, please contact the Financial Aid Office at 706-754-7700 , or log on to our website at <https://www.northgatech.edu/pages/finaid/> (<https://www.northgatech.edu/pages/finaid/>).

How much financial aid will I get? How soon after I start do I get a check?

These questions will need to be addressed to the Financial Aid Office since this differs for every student.

I have heard books are really expensive. How much will they cost, and do I have to pay for them?

The campus bookstore can give you information on the cost of the textbooks needed for your classes. Students who receive financial aid may be able to use a part of their award to pay for their textbooks.


Do I have to have a computer to do my work?

Having access to a computer is required in most programs. Each NGTC campus has computer labs and libraries with computers that students can use to complete their course assignments if they don't have their own computers.


Admissions FAQs

If you have additional questions, please contact the Admissions office at the campus you wish to attend:

Clarkesville or Currahee Campus:

- (706) 754-7700 

Blairsville Campus:

- (706) 439-6300 

All Campuses:

admissions@northgatech.edu (<mailto:admissions@northgatech.edu>).



APPLICATION FOR ADMISSION / READMISSION

APPLY ONLINE! www.northgatech.edu

APPLICATION PROCEDURES:

1. Submit a completed application and a onetime, non-refundable \$25.00 fee.
If applying for readmission after a break in attendance of one term or longer, submit an application *WITH* updated information but *WITHOUT* a fee.
2. Submit an official high school or GED transcript and official transcripts from all colleges previously attended.
3. Take a placement test or submit valid SAT, ACT, ACCUPLACER, COMPASS, or ASSET scores.

Section 1 Personal Information

Name: _____	Date of Birth: _____	SS #: _____
Former name(s) (last name on GED, high school, or college transcripts): _____		
Mailing Address: _____		
City: _____	State: _____	Zip: _____
Home Phone: _____	Work Phone: _____	Home County: _____
Email: _____	Cell Phone: _____	
Emergency Contact Name: _____	Relationship: _____	Contact Phone: _____

Section 2 Statistical Data (Check all that apply)

This information is required for purposes of reporting to Federal Compliance agencies only and will not be used in determining admission status.

2a Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	2c Race: <input type="checkbox"/> American Indian/Alaskan Native (1) <input type="checkbox"/> Native Hawaiian/Other Pacific Islander (4)
	<input type="checkbox"/> Asian (2) <input type="checkbox"/> White (5)
2b Hispanic or Latino: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Black/African American (3)

Section 3 US Residency Information

This information will be used to establish residency for tuition/financial aid eligibility.

3a Are you a United States Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3b If not a US Citizen, are you a permanent resident? <input type="checkbox"/> Yes* <input type="checkbox"/> No	*Non-citizen permanent residents must present a resident alien card if applying for in-state or out-of-state tuition rate consideration.
3c If not a US Citizen OR permanent resident, list VISA type: _____	

Section 4 Entrance Information (Select one from each category)

4a Entrance Term:	4c Student Type:	4d Preferred Campus:
<input type="checkbox"/> Fall (Aug – Dec)	<input type="checkbox"/> New (Never attended any college)	<input type="checkbox"/> Blairsville
<input type="checkbox"/> Spring (Jan – May)	<input type="checkbox"/> Returning (Previously attended NGTC)	<input type="checkbox"/> Clarkesville
<input type="checkbox"/> Summer (May – Aug)	<input type="checkbox"/> Transfer (Previously attended another college)	<input type="checkbox"/> Currahee
	<input type="checkbox"/> Transient (Enrolled in another college - taking classes at NGTC)	
4b Entrance Year: 20 _____	<input type="checkbox"/> Special Admit (Program of Study will be Special Admit) - List Course: _____	

Section 5 Program Information

A Program of Study MUST be selected before an application can be processed.

5a Program of Study Title: _____
5b Program Type: (See program flyer or online Course Catalog) <input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Associate Degree

Section 6 Georgia Residency Information

6a Are you applying for in-state tuition? **If YES, verification documents* will be required.** ☐ Yes ☐ No
* Verification documents may include current driver's license, state ID, certified birth certificate, or current US passport. For a complete list of acceptable documents, visit www.northgatech.edu and select the **Admissions** tab. Failure to provide documentation impacts tuition and requires repayment of financial aid.

6b Have you been a Georgia resident for the past 12 consecutive months? ☐ Yes ☐ No

6c If you are 24 years of age or younger, did your parent(s) claim you on the most recent tax return filed? ☐ Yes ☐ No
If YES, what is the state of legal residence of the parent who claimed you? _____
If YES, indicate how long parent has lived continuously in the state listed above. ☐ Less than 1 year ☐ 1 year or longer

Section 7 Data Collection

7a Did your father graduate from college? ☐ Yes ☐ No

7b Did your mother graduate from college? ☐ Yes ☐ No

7c Are you currently an active duty member, veteran, member of the National Guard, or Reservist in the U.S. Armed Forces? ☐ Yes ☐ No
If YES, what branch? ☐ Air Force ☐ Army ☐ Coast Guard ☐ Marine Corps ☐ Navy

7d Are you a dependent/spouse of an active duty member, veteran, member of the National Guard, or Reservist in the U.S. Armed Forces? ☐ Yes ☐ No
If YES, what branch? ☐ Air Force ☐ Army ☐ Coast Guard ☐ Marine Corps ☐ Navy

Section 8 High School / GED Information

☐ Graduated from High School Year: _____ High School: _____

☐ Earned a General Equivalency Diploma (GED) Year: _____ GED Testing Center: _____

☐ Attending Adult Literacy or GED Classes

☐ Attending High School Projected Graduation Year: _____ High School: _____

Section 9 College Information

List all previous colleges, universities, or technical colleges ATTENDED – including NGTC. (May attach additional sheet)
List most recent school first – Do NOT include schools attended for continuing education or GED classes.

School	Dates Attended	Type of Degree Received
_____	_____ thru _____	_____
_____	_____ thru _____	_____
_____	_____ thru _____	_____

Pursuant to O.C.G.A. 16-10-20, it is a felony to make a false statement on any state document.

In addition, making a false statement on this application may result in your dismissal from the college.

- I certify that the foregoing information contained in this application is true and correct. I understand that misrepresentation or omission of information will be sufficient cause for rejection or dismissal. I intend to abide by the rules and regulations of North Georgia Technical College. I understand that the application fee is a non-refundable fee. All materials submitted for application become the property of North Georgia Technical College and will not be returned to the applicant.
- My signature on this application is my acknowledgement and consent for NGTC to use my photograph for promotional purposes in publications. I understand that I can withdraw this permission by notifying the Admissions Office in writing and NGTC will not utilize the photograph in future publications.
- I give North Georgia Technical College permission to contact me at the telephone numbers I have provided via any means, including text message or voice.

Applicant's Signature: _____ **Date:** _____

The statements set forth in this application are for informational purposes only and should not be construed as the basis of a contract between a student and this institution.
While provisions of this application will be applied as stated, NGTC reserves the right to change programs and services without prior notice.

NGTC Clarkesville Campus

P.O. Box 65, 1500 HWY 197 N
Clarkesville, GA 30523
706-754-7700
admissions@northgatech.edu

NGTC Currahee Campus

8989 Georgia HWY 17 S
Toccoa, GA 30577
706-779-8100
admissions@northgatech.edu

NGTC Blairsville Campus

121 Meeks Avenue
Blairsville, GA 30512
706-439-6300
admissions@northgatech.edu

North Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). For complaints or information, contact Mike King, VP of Student Affairs (706-754-7711, Title VI, IX, II), or Kay Morgan, special services contact (706-754-7828, Sec. 504/Title I/ADA) at 1500 HWY 197 N, Clarkesville, GA 30523.

This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

8/29/16