



A Unit of the Technical College System of Georgia

Office of Admissions

ATTN: Brandi Mitchem

80 Cohen Walker Drive

Warner Robins, GA 31088

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CHECKLIST FOR INTERNATIONAL PROSPECTIVE STUDENTS

Thank you for your interest in Central Georgia Technical College! We offer associate degree, diploma, and certificate options in almost 200 programs of study and look forward to helping you achieve your academic goals. All citizens of a foreign country who wish to attend CGTC and receive a *Form I-20, Certificate of Eligibility for Nonimmigrant Student Status*, must complete the following steps:

☐ **Complete and submit all documents and forms required for international admissions:**

- ☐ *Application for Admission* (to apply online, visit <https://www.centralgatech.edu/admissions-financial-aid>, click **Apply Online**, and then click **First time user account creation**)
- ☐ Notarized *Affidavit of Financial Support for International Students* form or letter from banking institution (see *Affidavit of Financial Support* form for complete instructions)
- ☐ Copy of passport for applicant and applicant's dependents
- ☐ Copy of visa
- ☐ Copy of I-94 form (you can retrieve and print your most recent I-94 form at <https://i94.cbp.dhs.gov>)
- ☐ Copy of TOEFL® **OR** IELTS® Test Scores.
 - For TOEFL® (Test of English as a Foreign Language) test scores, minimum score requirements:
Paper and pencil: 500; Internet-based: 66
 - For IELTS® (International English Language Testing System) test scores: minimum IELTS score of 6.0
 - *Note: Scores on TOEFL below a 65 or IELTS below a 6.0 may be issued an F-1 visa, but are required to successfully complete English Literacy courses. You may find more detailed information about the ESL program here: <https://www.centralgatech.edu/adult-education/esl-program>.*
- ☐ Official copy of transcript from high school (or high school equivalent). Transcript(s) must be translated into English and evaluated by one of the following approved evaluation services:

CGTC Preferred Transcript Evaluation Service:	Other Reputable Transcript Evaluation Providers:		
SPANTRAN <i>Translation, Verification, and Evaluation Services</i> 2655 Le Jeune Rd. Suite 602 Coral Gables, FL 33134 Phone: (305) 749-0333 Fax Number: (713) 789-6022 Email: status@spantran.com https://cgtc.io/SPANTRAN	Global Credential Evaluators, Inc. <i>Evaluation Services</i> P.O. Box 9203 College Station, TX 77842 Phone: (800) 707-0979 International: (301) 421-4581 www.gceus.com	World Education Services <i>Evaluation Services</i> ATTN: Documentation Center P. O. Box 5087 Bowling Green Station New York, NY 10274-5087 Phone: (800) 937-3895 E-mail: info@wes.org www.wes.org	Josef Silny & Associates, Inc. <i>Translation & Evaluation Services</i> International Education Consultants 7101 SW 102 Avenue Miami, FL 33173 Phone: (305) 273-1616 Fax: (305) 273-1338 E-mail: info@jsilny.com www.jsilny.com

☐ **Pay the non-refundable \$25.00 application fee**

- Make checks payable to CGTC (domestic checks only)
- To pay by credit card, visit the cashier (Warner Robins: Room A-129, Macon: Room J-152, Milledgeville: Room A-141) or call (478) 218-3387

☐ **Take the free ACCUPLACER® college placement test at CGTC** (or provide a copy of ACCUPLACER®, COMPASS, ACT, or SAT scores if the test has been taken within the past five years)

If you have any questions regarding the admissions process for international students, please contact **Brandi Mitchem** at **(478) 445-2313** or email bmitchem@centralgatech.edu. Complete information is also available online at www.centralgatech.edu/admissions (click **International Students**).

Loft-style student housing is available for international students! Learn more at centralgatech.edu/lofts

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As set forth in its student catalog, Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person has been designated to handle inquiries regarding the non-discrimination policies: The Title VI/Title IX/Section 504/ADA Coordinator for CGTC non-discrimination policies is Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: [cajohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).

1

Visit our Admissions & Financial Aid webpage.

- First, type <https://cgtc.io/Apply> into your web browser or scan the following QR Code.
- Then click the **Apply Online** button.

Note: CGTC's Admissions & Financial Aid page also contains information for students regarding your Enrollment Checklist and required application items, Financial Aid, testing, updates from CGTC, and other important information for students.



2

Create a new account for the Online Application/Enrollment Hub.

- As first-time users, you will need to click the **New Users Click Here** link under the **Sign In** button.
- Next, enter your First Name, Last Name, and Email Address.
We recommend using an email account you have access to and will check often.
- After clicking the **Submit** button, a thank you message will appear prompting you to check your email for a link to set your password.

3

Check your email account.

- You will receive an email from acceptance@centralgatech.edu.
- After clicking the **Set Password** button in that email, you will be directed to a page where you can type in your desired password.
- You will then be logged into the Enrollment Hub.

4

Fill out your application.

- On the main page of the Enrollment Hub, you will see the **Application** section. This is where you will start a new application.
- Select your application type and location.
- Then fill out the application with your information and click the **Review Application** button at the end.
- After verifying your information is correct, please click the **Submit Your Application** button on the right side, or bottom of the page.

5

Using the Enrollment Hub and checking application status.

- You can use the Enrollment Hub to check on the status of your application and see if there are any Checklist Items that need to be submitted.
- We suggest that you refer back to the Enrollment Hub often.

What's next?

- You will receive an acceptance letter from the Office of Admissions to your email account.
- You may access your Financial Aid award in your Banner Self-Service account.
- After you are accepted, New Students are advised and registered for classes by our CARE Center.
- Please check your email frequently for important information.
- If you have any questions; [we are here to help:](#)

Admissions

admissionoffice@centralgatech.edu
Phone: (478) 988-6850

Financial Aid

finaid@centralgatech.edu
Phone: (478) 988-6871

CARE Center

carecenter@centralgatech.edu
Warner Robins: (478) 218-3380
Macon: (478) 757-5295
Milledgeville: (478) 757-5295