General Education Mobile (GEM) Admissions Checklist
Central Georgia Technical College (CGTC)

This checklist is to be used to complete the admissions and enrollment process for the GEM program at Central Georgia Technical College.

1. Request Admissions Application

Contact the Georgia VECTR Center to receive the admissions application:

- **Bradley Wilkinson** — 478.218.3911 — bswilkinson@centralgatech.edu
  or
- **Laura Pallini** — 478.218.3912 — laura.pallini@gavectr.org

2. Complete application and submit with supporting documents listed below to Mr. Wilkinson:

Note: Application will not be processed until all documents submitted.

1. CGTC application – Student type will be **Transient Student**.
2. Submit US Lawful Presence Verification
   - Most common documents (*submit one*)
     - A clear copy of an original or certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory; A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240). The copy must very clearly show the raised or written seal to be acceptable.
     - A current U.S. Passport
     - Unexpired Georgia driver's licenses or state ID Card
       - Select out of state driver's licenses and state ID cards can be accepted under certain conditions.
       - **It must be a Real ID**
     - A current military ID (service member only, not dependent). Documented using the Confirmation of Review of Military ID Worksheet - A photocopy is not acceptable.
       - Confirmation of Review of Military ID Worksheet may be obtained from Mr. Wilkinson
3. Transient Letter
   - Request and receive a **Transient Letter** from your **home installation Education Office**.

3. Tuition Assistance / Financial Aid

If using Tuition Assistance (TA):

- Ensure your **TA is approved** through your **home installation Education Office**.
- Coordinate with CGTC's TA point of contact:
  - **Elizabeth Duke**
    478.218.3785
    eduke@centralgatech.edu

Additional Financial Aid Option:

- Students may also apply for **Financial Aid** by completing the **Free Application for Federal Student Aid (FAFSA)**.
- Use the **CGTC School Code: 005763** when completing the FAFSA application.
- For assistance/questions about Financial Aid please contact finaid@centralgatech.edu

4. Course Enrollment

- After your admissions application is processed, contact Ms. Shannon Durham to be enrolled in your **approved course(s)**.
  - **Shannon Durham**
    478.218.3228
    sdurham@centralgatech.edu

Notes

- Complete all steps to avoid enrollment delays.
- Keep copies of all approvals and correspondence for your records.
- At the conclusion of your semester the Registrar's office will send an official copy of your transcript to the address listed by your home installation Education Office on your Transient Letter.
- New Transient Letters must be provided each semester.