

# Checklist for Admission to OTC

Date: \_\_\_\_\_

ID Number: \_\_\_\_\_

Name: \_\_\_\_\_  
(LAST)

\_\_\_\_\_ (FIRST)

The following steps need to be completed in order to process your application. If you have questions, please contact us and we will gladly assist you.

\_\_\_\_\_ pay the one-time \$20 application fee (lifetime)

\_\_\_\_\_ submit official high school or GED transcripts (as required)

\_\_\_\_\_ submit official transcripts from **all** colleges attended (regardless of whether or not you are seeking transfer of credit)\*

\_\_\_\_\_ submit valid driver's license/state ID (list of other acceptable forms of proof of lawful presence\*\*)

\_\_\_\_\_ submit proof of residency if in-state tuition is requested\*\*\*

\_\_\_\_\_ Complete the Compass entrance exam sections checked below (valid ID must be presented prior to testing)

\_\_\_\_\_ Entire Test \_\_\_\_\_ English \_\_\_\_\_ Reading \_\_\_\_\_ Numerical Math \_\_\_\_\_ Algebra

**\*Students whose transcripts show in-progress coursework will be classified as a Special Admit until finalized transcripts are received and will not be eligible to receive financial aid.**

## Proof of Georgia Residency

\*\*\*To prove residency, a student must follow one of the two paths below:

**Dependent student-** under the age of 24 and were claimed by parent/guardian on their most recent tax return- To prove residency, a student must provide:

A) A copy of the parent's/legal guardian's most recent Georgia Tax Form 500 showing that he/she claimed you on their taxes.

(All financial information can be deleted or blacked-out) **or**

B) At least one (1) of the following items to prove Georgia residency for the past 12 consecutive months of the parent or guardian who claimed the student on the most recent tax return:

- Georgia Automobile Registration
- Georgia Voter Registration
- Georgia Driver's License
- Notarized letter on company letterhead indicating lease status
- Proof of ownership of primary residence in Georgia (mortgage, tax bill)
- Utility bill (12 month continuous service) in parent/guardian's name (electricity, cable, water, phone—not cellular)

**OR**

**Independent Student-** over the age of 24, or under 24 and not being claimed by a parent/guardian on their most recent tax return- To prove residency a student must provide:

At least one (1) of the following items to prove Georgia residency for the past 12 consecutive months:

- Georgia State Income Tax Form 500
- Georgia Automobile Registration
- Georgia Voter Registration
- Georgia Driver's License
- Notarized letter on company letterhead indicating lease status
- Proof of ownership of primary residence in Georgia
- Bank statement showing at least one year of account ownership
- Utility bill (12 month continuous service) in your name (electricity, cable, water, phone—not cellular)

## Proof of Lawful Presence

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 after January 1, 2008.
- A current ID issued by the State of Georgia after January 1, 2008.
- A current Driver's License or ID issued by a state that verifies immigration status and only issued 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.