Dual Enrollment Application Instructions

1. Click on **Apply Now** button on Savannah Tech home page.

2. Click on **Red Click Here** link.

3. Click on **First time user account creation**.

If you would like to download a printable form of this checklist, click here.

**Step 1: Complete an Application**

- **Online Application CLICK HERE.** Create an account and get started now! The application fee for new and transfer students is $25.00, which must be paid online by either a check or credit card. **Dual Enrollment** students do not pay the application fee.

  (When you apply online, you can check your application status by clicking the above link and logging back into your application using the same web ID and pin you created. Once logged in, just click on the application to see a check list of items needed.)

Welcome to the online application for admissions to Savannah Technical College.

First-time users, click the first time user account creation button to create your account. Returning applicants please enter in the boxes below your login information you set up previously to create, edit, or check the status of your application.

**IMPORTANT:** If you lose or forget your PIN it cannot be retrieved. You will have to create a whole new account.

Please note that this is only the first step in the admissions process. You will need to provide us with your official high school or GED transcript, college transcripts for all colleges previously attended, and lawful presence documentation. You may also need to take our Accuplacer placement test. To find out more information about the application process, please click the How to Apply link below.

How to Apply

**"If you would like to change your major, please do not fill out another application. You must speak with an admissions representative to assist you in this process."**

Login ID:

Pin:

Login

First time user account creation

Return to homepage.
4. Create a Login ID and PIN. Your Login ID can be letters and numbers. Your PIN must be numbers only. Make sure you remember or write them down so you can log back in. Your PIN cannot be retrieved if you forget it! Then click Login.

5. Select High School Student Dual from the drop down list. Then click Continue.

6. Select the term you want to attend. Fill in your name capitalizing the first letter of each name. Click on Fill out Application.

7. You must complete all items on this checklist. Click on the first item that says name.
8. Make sure your name is filled in and capitalized correctly. Then click Continue.

9. Fill in your address with proper spacing and capitalization. If you live in an apartment, the number goes on line 2. When entering your phone number, put the area code in the first box and then the rest of the phone number (all seven digits) in the second box. Leave the third box blank. See example. Then click Continue.

10. If you have a cell phone, enter it here. Even if you already entered it on the previous screen. Use the same format as before (area code in the first box and the rest of the number in the second box). Leave the third box blank. Click Continue.
11. Answer **all** of the questions on this page. If you were born in America, you are a United States Citizen.

12. Click Lookup High School Code. Then follow the steps of selecting your State, Country, and City to find your high school. Then click Copy selected High School information to Data Entry form. You only need to list the high school you are currently attending. Then click continue.

13. Choose **Institutionally Accepted** as your Planned Course of Study and type Savannah for the campus you want to attend. Then click Continue.
14. Make sure all items on checklist have a red check and then click Application is Complete. Then click I agree to the Terms and Conditions.