Enrollment Checklist for New Student

Getting Started...

Enrollment Checklist

The list below describes and provides links to the different steps in the enrollment process.
Email military@augustatech.edu for assistance.

Pre-Acceptance:

☐ Apply to Augusta Technical College. The application can be found at www.AugustaTech.edu or in the Admissions Office located in Building 1300

($25 application fee applies not covered by VA).

☐ Request an official copy of your military transcripts. **Note: Military transcripts are not mandatory for admission into the college but are reviewed for transfer credit.**
Air Force – http://www.au.af.mil/au/ccaf/transcripts.asp
Army, Navy/Marines, Coast Guard – https://jst.doded.mil/smart/welcome.do

☐ Request a copy of high school transcript(s) and all transcript(s) from other colleges attended. Transcripts must be evaluated by Augusta Technical College to determine course equivalencies and all college transcripts are required for admissions.

☐ Provide residency documentation. (If discharged within last 3 years, provide DD214 or 1-year GA resident mustprovide GA driver's license).

☐ Apply for Financial Aid (if needed) at https://fafsa.ed.gov/ using the school code 005599.

☐ Apply for GI Bill educational benefits at GI Bill | Veterans Affairs (va.gov/education)

Post-Acceptance:

☐ Please submit one of the following documents to military@augustatech.edu to initiate your benefits.
  • Copy of Certificate of Eligibility Letter.
  • Copy of Member 4 DD214 and confirmation page from the VA.gov application.
  • Copy of e-benefits confirmation.

☐ Register for your courses in BANNERWEB – By Clicking on SMARTWEB link

After Course Registration:

☐ Complete the Enrollment Certification Request form at www.augustatech.edu > Military > Enrollment Certification

Enrollment Certification - Military Service Center - Augusta Technical College

This step will let School Certifying Official that you are ready to lock in your schedule with VA. Visit our webpage at www.augustatech.edu/military for updated news about services available to you by the Military Service Center.