



## ATLANTA METROPOLITAN COLLEGE OFFICE OF ADMISSIONS CHECKLIST



Take the following steps to complete the admission, financial aid, and registration processes. An admission decision will be made after **ALL** required documents have been submitted to the Office of Admissions.

### THE ADMISSION APPLICATION

- Complete all sections of the application.
- List all colleges, universities, and technical schools you previously attended. *(Not listing all institutions will affect your admissions and financial aid status.)*
- Be sure to sign and date your application.
- Submit your application along with your \$20 application fee.

### DOCUMENTS AND CREDENTIALS

*(Submit required documents and credentials to the Office of Admissions)*

- Submit official high school transcript with graduation date. (Official High School Transcripts must arrive in an envelope sealed by the high school or the local Board of Education)
- Submit official GED Test Scores.
- Submit all official college, university, or technical school transcripts to the Office of Admissions. (Official transcripts from postsecondary institutions must arrive in a sealed envelope and bear the institution's seal.
- Submit verification of immunizations to the Office of Admissions. *(See the Certificate of Immunization for a list and description of required immunizations.)*
- Submit SAT or ACT Scores, if you are a freshman or transfer student with less than 30 hours of transfer credit. **SAT or ACT scores are not required for admission, but they may be helpful in determining exemption from taking the COMPASS Placement Exam or the Regents Exam.**

### PAYING FOR YOUR EDUCATION

- Determine how you are paying for your college education.
- To determine whether you are eligible to receive federal financial aid, complete the financial aid application (FAFSA) by visiting the website, [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Submit all required supporting documents to the AMC Office of Financial Aid before the Financial Aid deadline for the semester for which you are applying.
- Frequently follow-up on your admission status and your financial aid status.

### REGISTRATION

- After you have been accepted for admission, carefully follow instructions that accompany your acceptance letter. Additional registration information may be found on the Office of the Registrar's link on the AMC website. If you intend to pay for your tuition and fees with financial aid, visit the AMC website, [www.atln.edu](http://www.atln.edu), and click on the Financial Aid link for verification that you have been awarded. **Whether you are receiving financial aid, or paying for your tuition and fees from another source, your registration is not complete until the cashier stamps your financial statement "PAID."**

### QUICK PHONE REFERENCE DIRECTORY

Office of Admissions	404-756-4004	Financial Aid Office	404-756-4002
Business Office/Cashier	404-756-4442	COMPASS Placement Exam	404-756-4016
Counseling and Testing Services	404-756-4016	International Applicant Advisor	404-756-4585
Registrar's Office	404-756-4001	Evening & Weekend Services	404-756-5676
Security/Lost & Found	404-756-4040	Book Store	404-756-4098

*"A journey of a thousand miles begins with a single step."*

Chinese Proverb

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