



## **Admissions Frequently Asked Questions**

### **Q. How do I apply to Atlanta Metropolitan State College (ATLM)?**

A. To apply, go to our website [www.Atlm.edu](http://www.Atlm.edu) and click *Apply Now!* Or go to GAfutures at [www.GAfutures.org](http://www.GAfutures.org). Online applications preferred; the application fee is currently waived. *High School students, be sure to ask your school counselor to send your school transcript to Atlanta Metropolitan State College right away!*

### **Q. What other documents do I need to complete my application?**

A. Depending on your academic history, the most urgent required documents are high school transcripts/official GED scores, college transcripts, proof of immunizations, and lawful presence documents (copy of driver's license, certified copy of birth certificate, etc.) Additional documents may be needed.

### **Q. When will I receive a student ID number?**

A. You will receive your student ID number when your admissions application is received and processed. To retrieve your AMSCID# go to our website at [www.atlm.edu](http://www.atlm.edu) and click on Students, scroll down, click on Student Portal, Scroll down and click on Retrieve ID. Enter the information as requested and click "Search"

### **Q. How can I check my Admissions application status?**

A. From our home page [www.atlm.edu](http://www.atlm.edu); Click on Student tab, then click on "Prospective Students", then scroll down to Check Admissions Status. [https://atlm.gabest.usg.edu/pls/B610/bwskalog.P\\_DisplLoginNon](https://atlm.gabest.usg.edu/pls/B610/bwskalog.P_DisplLoginNon) Log-In using your 9-digit AMSCID# and your 10-digit PIN  
[First initial first name (CAPS) + First Initial last name (lowercase) + Birthdate (mmddyyyy) Click "Login" Scroll down to "Processed Application" and click on the hyper-link semester.

### **Q. When can I register for classes?**

A. To register for classes, you must be admitted. Once you are admitted, you will receive an official Acceptance Packet. The packet will contain your acceptance letter along with an invitation to New Student Orientation. New Student Orientation is required of all new students. You will receive your class schedule at new student orientation.

### **Q. Do I need all my transcripts?**

A. Yes, all transcripts must be received and processed before you are admitted. No exceptions.

### **Q. What if I owe a college money and I can't get my transcript?**

A. If you owe a balance, contact the institution's business office to find out your options.

### **Q. What if I'm on Academic Suspension at my college?**

A. If you are on Academic Suspension you can return to school after 1 (one) academic year.



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### **Q. What if I attended here before?**

A. If you have previously attended Atlanta Metropolitan State College, you must complete an application as a Re-Admit student. Contact or visit the Registrar's Office at 404-756-4001 for more information.

### **Q. How do I request my shot records?**

A. Before requesting your shot records, research your personal and family records. If not, contact your school district, health department where you grew up, current and or former college(s). You may have to sign a consent to release information and there may be a fee.

### **Q. How do I request my transcripts?**

A. Using the internet, research the school name and contact information. You can also, visit the school's website searching for Registrar Office / Transcript Request. Follow the instructions provided by the school to send your transcripts to us. We will accept transcripts electronically from parchment, e-script, and clearinghouse, as well as other vetted transcript processing companies and by mail.

### **Q. What if I don't have a GA ID?**

A. To satisfy Verification of Lawful Presence we accept the following series of documents.  
Your completed FAFSA for current financial aid year  
Certified US or US Territory Birth Certificate (NO PHOTOCOPIES)  
GA ID or GA DRVL  
Certificate of Naturalization  
Certificate of Citizenship  
US Certificate of Birth Abroad  
Current US Passport  
Current Military ID (service member only)  
Current and Valid Permanent Resident Card

### **Q. What is the school code for Financial Aid?**

A. Our school code is 012165.

### **Q. What are your office hours?**

A. Office hours are: Monday, Tuesday, Wednesday, Thursday 8:30am until 6:00 pm and on Friday 8:30-12:30pm

### **Q. Who do I speak to about Dual Enrollment or Early College?**

A. Please speak to Mr. Edward Francois phone 678. 623.1298 email: [efrancois@atlm.edu](mailto:efrancois@atlm.edu)