



Chattahoochee  
TECHNICAL COLLEGE



# PERMANENT RESIDENT ADMISSION INFORMATION

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## INTERNATIONAL SERVICES

980 South Cobb Drive, SE  
Marietta, GA 30060-3398

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**CHECKLIST FOR PERMANENT RESIDENT AND U.S. CITIZENS**

- Admission application & \$20.00 fee
- Evaluations of international transcripts or diplomas  
High School – document-by-document evaluation.  
College – course by course evaluation.
- COMPASS placement test
- Original Permanent Residency card or U.S. Passport

## **ACADEMIC ADMISSION STEPS**

Submit a completed **admission application** and a nonrefundable \$20.00 application fee in U.S. currency by credit card, money order or check drawn on a U.S. bank payable to Chattahoochee Technical College by the appropriate admission deadline.

Submit **official transcripts** from your high school (or GED) and all colleges attended by the application **deadline**. All transcripts must be received in envelopes sealed by the sending institution. Applicants with a college degree are not required to submit a high school or GED transcript. All international transcripts must be evaluated by an approved evaluation service and sent directly to CTC. We recommend the following evaluation agencies:


Josef Silny and Associates, Inc.  
7101 SW 102 Avenue  
Miami, FL 33173  
Telephone: 305.273.1616  
Fax: 305.273.1338 , Fax for translations 305.273.1984  
Website: [www.jsilny.com](http://www.jsilny.com)  
Email: [info@jsilny.com](mailto:info@jsilny.com)

Lisano International (**high school evaluations only**)  
1381 Lee Road 400  
Opelika, AL 36804  
Telephone: 334.745.0425  
Website: [www.lisano-intl.com](http://www.lisano-intl.com)  
Email: [lisanointl@aol.com](mailto:lisanointl@aol.com)

\*For high school transcripts or diplomas, submit a document by document evaluation or general evaluation.

\*Students with college credit or a degree from a college or university outside the United States must submit a course-by-course evaluation of the transcript.

**IMPORTANT INFORMATION:** *Chattahoochee Technical College will NOT accept faxed or photocopies as official documents.*



All international transcript evaluation documents should be sent to:

**International Services**  
**Chattahoochee Technical College**  
980 South Cobb Drive Building G.  
Marietta, GA 30060 USA

Admission status of an applicant cannot be determined until:

1. Admissions Office has received all official documentation, and
2. International Services Office and Admissions Office have approved documents for admission.

### **INTERNATIONAL SERVICES**

**International Services Office** is the resource center for international students to obtain information and student services that are specific to international students. Questions concerning international admissions, visa advisement and documents, orientation/ international student programs, and any other issue related to the international student can be addressed to:

Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Inquiries related to the college's accreditation by the Commission may be directed to SACSCOC, 1866 Southern Lane, Decatur, Georgia 30033-4097 or telephone 404-679-4500. Questions related to admissions and the policies, programs, and practices of Chattahoochee Technical College should be directed to the College.

Chattahoochee Technical College does not discriminate on the basis of race, color, national origin, gender or disability. For nondiscrimination information, please contact Dianne Lassai Barker, Title IX Coordinator, Chattahoochee Technical College, 5198 Ross Road, Room 132P, Acworth, GA 30102 (770) 975-4023, or [dbarker@chattahoocheetech.edu](mailto:dbarker@chattahoocheetech.edu) and Mary Frances Bernard, Section 504 Coordinator, Chattahoochee Technical College, 980 South Cobb Drive, Building G1125, Marietta, GA 30060, 770.528.4529, or [mfbarnard@chattahoocheetech.edu](mailto:mfbarnard@chattahoocheetech.edu)