



# 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 & \$25.00 fee
- Evaluations of international transcripts or diplomas  
High School – document-by-document evaluation.  
College – course by course evaluation.
- Transcripts from all USA Colleges previously attended.
- ACCUPLACER placement test
- Original Permanent Residency card or U.S. Passport



## **ADMISSION STEPS**

Submit a completed **admission application** and a nonrefundable \$25.00 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 will send college transcripts from all colleges attended but 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:

### **Foreign Credential Evaluations, INC**

1425 Market Boulevard, Suite 330, Box 305 (*Mailing Address only*)

Roswell, GA 30076

Telephone: 770.642.1108

Fax: 770.641.8381

Website: [www.fceatlanta.net](http://www.fceatlanta.net)

Email: [carolyn\\_christie@fceatlanta.com](mailto:carolyn_christie@fceatlanta.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)

### **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)

- ◆ 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.
- ◆ Documents not in English need to be translated
- ◆ We will accept evaluations from NACES and AICE member agencies.



## **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:

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.

## **HOUSING INFORMATION FOR STUDENTS**

CTC does not maintain student housing. Below are resources to help you locate living quarters in Atlanta.

- [www.apartment.com](http://www.apartment.com)
- [www.apartmentfinder.com](http://www.apartmentfinder.com)
- [www.rent.com](http://www.rent.com)
- [www.promove.com](http://www.promove.com)
- For a homestay experiences contact Mark's Homestay:
- [www.markshomestay.com](http://www.markshomestay.com) • (404) 822-0071

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Brannon Jones, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, (770) 975-4023 or [Brannon.Jones@chattahoocheetech.edu](mailto:Brannon.Jones@chattahoocheetech.edu) and Chattahoochee Technical College Section 504 Coordinator, Mary Frances Bernard, 980 South Cobb Drive, Building G1106, Marietta, GA 30060, (770) 528-4529, or [maryfrances.bernard@chattahoocheetech.edu](mailto:maryfrances.bernard@chattahoocheetech.edu).