UNG | UNIVERSITY of NORTH GEORGIA™

COLLEGE ASSISTANCE MIGRANT PROGRAM

Step-by-Step Guide

Figuring out what steps to take during the transition from high school to college can be confusing! Use this guide as a tool to navigate the process of enrolling at UNG and in CAMP. Check the boxes as you complete each step. *If you need this document in an alternate format, please contact Becky Cruz at becky.cruz@ung.edu or 678.717.2376*

Application and Acceptance to UNG

❑ **Step 1**: Apply to UNG- Gainesville Campus
Apply to UNG online through GAFutures or download a paper application through UNG's website. Please communicate with the CAMP recruiter about obtaining a fee waiver code. You do not need to list your ACT/SAT scores on the application since you will officially be submitting them later on.
REQUIREMENTS: Minimum 2.0 GPA; SAT: 19- Reading, 360- Math; ACT: 12- English, 14- Math
REMINDER: You are applying to the Gainesville campus, seeking an Associate degree.

❑ **Step 2**: Submit Your Official Transcripts
Submit your official high school transcript through GAFutures or request an official transcript from your counselor. If you have attended college, ask the college(s) to send UNG an official transcript. Transcripts must arrive to the office in a sealed envelope from the issuing institution. Opened transcripts cannot be used for admission.

❑ **Step 3**: Submit Official ACT/SAT Scores
Test scores must be sent electronically through College Board or ACT. Test scores printed on school or college transcripts will not be accepted. Refer to Step 1 for the minimum requirements.

❑ **Step 4:** Lawful Presence Verification
To qualify for in-state tuition, you must submit verification of lawful presence. You must also fall under one of these categories:
- U.S. Citizen or permanent resident and be classified as a Georgia resident
- U.S. Citizen or permanent resident and be an out-of-state resident seeking an out-of-state tuition waiver.

Your application cannot be evaluated until you provide documentation before the application deadline. This can include any of the following: Georgia driver's license, Georgia ID, U.S. passport, Permanent Resident Card, U.S. Certificate of Citizenship. These **must be current** and cannot have an expiration date that falls before the start date of the semester. You can submit the documentation to the CAMP recruiter.

❑ **Step 5:** Certificate of Immunization
You will be required to submit a Certificate of Immunization prior to attending classes. Although admission decisions will be made without the UNG Certificate of Immunization form, you will not be allowed to register for classes until this requirement is met. If you are still missing vaccinations, please do not wait long to receive these. Arrange as soon as possible to receive the vaccinations before the

start of the semester. **Please turn in official Certificate of Immunization to the recruiter- they will turn it in to the Registrar's Office.**

- ❑ **Step 6**: Application Review
Be sure to check your application status on UNG's website to ensure that you are not missing any required documents.

Once accepted, what is next?

- ❑ **Step 7**: Activate your UNG Account
- ❑ **Step 8:** Submit your Confirmation of Acceptance Form
  * You do not need to pay a deposit as you an Associate degree seeking student*
- ❑ **Step 9**: Schedule your Orientation Date- **let recruiter know when are attending**
  Prior to Orientation:
  > Complete Online Pre-Orientation (OPO) Modules
  > Complete eCore Introduction Quiz
  > Obtain your Parking Permit/Nighthawk Card
  > Set up your Disability Accommodations (as needed)
- ❑ **Step 10**: After Orientation
  > Pay tuition and fee bill
  > Submit any remaining admissions documents
  > Complete SAPU and AlcoholEdu

Application and Acceptance to CAMP

- ❑ **Step 1**: Complete Online CAMP Application
Be sure to complete the application as soon as possible. Some of the documentation we will need includes documentation of eligibility, FAFSA Student Aid Report (SAR), tax return transcript and copies of 1040 form, social security card, driver's license/permanent resident documentation, birth certificate, recommendation letter, resume, and essay.

- ❑ **Step 2**: Schedule Interview with CAMP Staff
Arrange an interview date to complete CAMP application. If missing documents, please bring them during this time.

- ❑ **Step 3**: Complete Commitment/Agreement Letter
If you are a housing student, complete the Housing and Residence Life Agreement

- ❑ **Step 4**: Attend CAMP Orientation

  Be sure to maintain open communication with CAMP staff and be sure to check your email! We will be sending you important information regarding orientation, housing, internship opportunities, and financial aid. University email is the official channel of communication between the university and its students.

❑ **Step 1**: Apply Online and Create an FSA ID
Visit www.fafsa.ed.gov to apply. If applying for the first time, select the "Start Here" option. You and a parent will need to create an FSA ID. It is like your username and password. You will also use it to electronically sign your FAFSA. Make sure to input your name exactly as it appears on your social security card. If your parent does not have a social security number, you cannot create an FSA ID for them. They will have to sign on paper. **Remember**, your parents' citizenship status does not affect your eligibility for federal student aid. FAFSA will never ask about your parents' status.

Make sure to keep your FSA ID information in a secure place.

❑ **Step 2**: Student Demographics
Although this is an easy portion of the application, make sure to complete this as accurately as possible. Again, your name must match exactly as it appears on your social security card. For the mailing address, make sure to input the address you use for legal documents. You do not need to enter a driver's license number if you do not have one. Select "yes" when asked about being interested in work-study. This does not obligate or guarantee you a work-study job.

❑ **Step 3**: Select Your School(s)
At this step, you can list the colleges that you want to receive your FAFSA information. You can search for the school or enter the college's Federal School Code. For the University of North Georgia, use code **001585**.

❑ **Step 4**: Dependent vs. Independent
The way FAFSA determines dependency status differs from tax dependency. If you are considered a dependent student on FAFSA, you parent's information will have to be provided. You could be considered independent based on a series of questions that will be asked at this part of the application. If you are considered independent, you will only need to provide your financial information, and if married, your spouse's. Keep in mind, there are cases where you may be considered independent based on unusual circumstances.

❑ **Step 5**: Parent Information
Be sure to select the living situation that describes yours. Based on this, you will select your parent's marital status and therefore determine what parental information you will need to provide. This can be confusing at times, so make sure to speak to the recruiter or financial aid counselor if you have an unusual case. If your parent(s) do not have a SSN, simply input all zeros without dashes.

❑ **Step 6**: Financial Information
This is the section where you will provide your parent's and/or your tax information. You will you the tax return from two years prior. The easiest way to complete this section is by using the IRS Data Retrieval Tool (IRS DRT), although there are certain requirements in order to use this tool. It is still recommended that you have the necessary tax return paperwork in front of you.

❑ **Step 7**: Submitting the Application
Before signing, make sure to review your FAFSA. You can sign electronically (recommended) or print the signature page and mail it. Once submitted, print a copy of the confirmation page. Turn in copy of Student Aid Report to CAMP recruiter