



There are some eligibility requirements that must be met **before** any student may register for classes. You must:

1. Be at least 16 years of age. Health Occupations and Cosmetology applicants must be 17.
2. New students may apply for admission using [Columbus Technical College's Admissions Application \(pdf\)](#) or through [GACollege411.org](#) (please see the [tips for using GACollege411](#)).

Please complete the [re-admit application](#) if you are a former student but have not been enrolled at CTC for at least two consecutive quarters.

3. New students must pay the \$25 non-refundable application fee and the \$35 Technology & Instructional Support fee.
4. Have your [official high school or GED Transcript](#) (showing your graduation date or GED scores) sent to Columbus Technical College's Admissions Office:
Columbus Technical College Admissions
928 Manchester Expressway
Columbus, GA 31904

This must be on file in the Admissions office prior to your being accepted into any program for which it is a requirement. Exceptions to this requirement are for those who have received an Associate's degree or higher from a regionally accredited postsecondary institution or those who have earned 30 semester or 45 quarter credit hours of degree level postsecondary credit from a regionally accredited postsecondary institution.

If you received your high school diploma from a country outside the United States, your document must be evaluated to show U.S. equivalency. A list of approved evaluation agencies appears in the [International Student Special Instructions](#) below.

5. Submit [official Transcript from college\(s\) attended](#) to the Admissions Office:
Columbus Technical College Admissions
928 Manchester Expressway
Columbus, GA 31904

To be awarded transfer credit courses must be taken at a regionally accredited institution, be comparable in nature to CTC courses, and must have a grade of "C" or higher. Some courses have time limits for transfer. If you attended college in a country outside the United States, you must request a course by course evaluation for work to be evaluated for transfer credit. A list of approved evaluation agencies appears in the [International Student Special Instructions](#) below.

6. Submit acceptable COMPASS, ASSET, SAT, or ACT scores that are no more than five years (60 months) old to:
Columbus Technical College Admissions
928 Manchester Expressway
Columbus, GA 31904.

[Make an appointment to take the COMPASS test](#), if needed. An official college transcript showing acceptable English and math grades may be used in lieu of test scores.

7. Receive your acceptance letter from the College.
8. [Register](#) on your assigned date.
9. Attend the [New-Student Orientation](#).

Transfer Students

You must provide transcripts from **all** colleges or universities previously attended. Only those courses with a grade C or better that meet the quality of established standards and are essentially the same content as courses taught at Columbus Technical College are considered for transfer. Grade points are not assigned to transfer coursework. For graduation purposes, at least 50 percent of the total required hours in a degree or diploma program must be Columbus Technical College credit.

A transfer student is admitted to Columbus Technical College:


- In good standing if the student was in good standing at their former institution.
- On probation if the student was on warning at their former institution. To be removed from academic probation, a student must earn a grade point average of at least 2.0 during the first quarter enrolled.
- On probation if the student was on probation at their former institution. A student admitted on probation must earn a grade point average of at least 2.0 during the first quarter enrolled to continue the next quarter.
- Transfer students who are on academic suspension from their former institution are considered for admission to Columbus Technical College on the same basis as suspended students from Columbus Technical College who apply for readmission. Such applicants, if admitted, are admitted on probation as indicated above. A student admitted on probation must earn a grade point average of at least 2.0 during the first quarter enrolled to continue the next quarter.

Transient Students

Transient students only need to complete the college application, pay the fees, and submit a letter of transient permission from your home college or university.

International Students

International applicants must complete the checklist above **and**:

1. Submit an official evaluation of all previous education documents
2. Submit INS documents and complete the statement of financial support. Forms are available in the [International Student Admissions Packet](#) (pdf )

For **ADMISSIONS** purposes **only**, Columbus Technical College requires a Document Evaluation for all secondary school documents. Students who are interested in having previous college courses transferred will need to have a more detailed report done showing specific course information.