

DUAL ENROLLMENT CHECKLIST

TO BE ADMITTED

STEP 1: APPLY FOR ADMISSIONS

Complete the application for undergraduate dual enrollment at [tntech.edu/apply](https://www.tntech.edu/apply)

STEP 2: PAY APPLICATION FEE

Three payment options:

- at the end of the application
- online at [tntech.edu/status](https://www.tntech.edu/status)
- by mail to:

Office of Admissions
Tennessee Tech University
Campus Box 5006
Cookeville, TN 38505-0001

Pay to the order of Tennessee Tech and include your name and date of birth on the check.

***This is a one-time fee.**

STEP 3: LETTER OF RECOMMENDATION

Your high school counselor will provide a letter of recommendation to the Office of Admissions.

STEP 4: SEND YOUR TRANSCRIPTS

Request that an official copy of your high school transcript be sent directly to the Office of Admissions (address above). If you have other college credits, please have those official transcripts sent once they are complete.

Hand-delivered copies are not considered official.

Check your email for deadline reminders and items needed for application processing. If you need to change items on your application like your address, phone, other contact information, etc., go to [tntech.edu/updateapp](https://www.tntech.edu/updateapp)

For international and DACA students interested in Dual Enrollment, you will need to complete the International Student Admissions Process. For more information, please contact our Office of International Admissions at (931) 372-3634 or intladm@tntech.edu.

[tntech.edu/dualenrollment](https://www.tntech.edu/dualenrollment)

BEFORE REGISTRATION

DUAL ENROLLMENT AGREEMENT

Read and complete the dual enrollment "Promise to Pay" on Eagle Online.

STUDENT INFORMATION RELEASE AUTHORIZATION ONLINE FORM

Must be completed so that parents can receive emails via Eagle Online regarding student status.

TSAC DUAL ENROLLMENT APPLICATION

Apply for the TSAC dual enrollment grant (this must be done for each term).

COMPLETE THE HEALTH FORMS

Submit the Meningitis/Hepatitis B Immunization and Tuberculosis Screening health forms to Admissions prior to registering for classes.

DISCOUNT FORMS

If parent is a teacher who works in a public school system in the state of Tennessee, or an employee of Tech, a TBR institution, or any public college/university, the relevant discount form must be completed and submitted for each term.

SET UP YOUR TECH EMAIL

Offices will begin to contact you via your Tech student email after acceptance. Be sure to set up your email and Eagle Online accounts! If you have any trouble, contact the Tech HelpDesk at (931) 372-3975.

