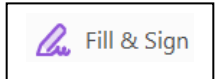


How to Enroll While FCTC is Closed for Covid-19

Where can I find an application to enroll? Applications can be found on each Program/Application & Links webpage or by clicking <https://fctc.edu/future/applications/>.

How do I fill out the application? Print the application then complete it using a blue or black pen. If you download the fillable application, use Adobe and the “Fill & Sign” to complete then save as a PDF.



**** EMT, Fire, Combo and Paramedic applications and supporting documents are required to have original signatures and must be submitted by mail or in person when we open. Emailed and/or faxed documents for these four programs will not be accepted.***

How do I submit the application while the campus is closed? Submit via email, fax or mail while the campus is closed.

1. **Email to fctc-registration@stjohns.k12.fl.us** by **scanning** or **saving** the complete application and email it as an attachment; **OR take clear pictures** of all the application pages and submit as an attachment via email.
2. **Fax it to Registration** at (904) 679-3551.
3. **Mail to First Coast Technical College**, attention: Registration, 2980 Collins Ave. St. Augustine, FL 32084.

How can I pay the application fee? Email **Registration** at fctc-registration@stjohns.k12.fl.us to schedule a payment via phone **OR** include a \$40 check made out to FCTC with your application if you send by mail.

Is Florida Residency still required? Yes, if a student wants to be eligible for instate tuition. Find more information here: <https://fctc.edu/consumer/florida-residency/>

How can I submit Florida Residency? Florida Residency Affidavit and documentation may be submitted through scanned/email, faxed copies or mailed copies. Once we return to school, students will need to bring the original documents to **Registration** to maintain their instate tuition fees.

If transcripts are required, how do I submit them? Incoming students should mail or electronically submit an official, sealed transcript to **Student Advising** for evaluation and review. All transcripts that are delivered by mail should be addressed to **Student Advising** and must be an official sealed transcript. Electronic transcripts must be sent by the school through a secure delivery service. <https://fctc.edu/transcripts/>

I am required to do testing, what do I need to do? Email **Registration** (fctc-registration@stjohns.k12.fl.us) to schedule an over-the-phone payment for your test. As soon as the campus reopens, contact the assessment center to schedule your assessment by emailing fctctesting@stjohns.k12.fl.us or calling (904) 547-3390. **This is an important step in your student success.** Follow [FCTC.edu](https://fctc.edu) for information on when the campus will reopen.

What about Financial Aid? If your program is 600 clock hours or more, submit your FAFSA online to see if you are eligible. Our FAFSA code is 012544. For more information <https://fctc.edu/financial-aid/navigating/>

Tips

- Be sure your phone number and email are legible. This is how we will communicate with you.
- Make copies of all your submissions – whether you take a photo, send an email to yourself or make a physical copy.
- Applications must be on file with the Registration department before the application fee can be paid.
- Be sure to visit <https://fctc.edu/start-your-journey-here/> for the FCTC virtual information session.
- Need help? Reach out to the Recruiter fctcstudentrecruiter@stjohns.k12.fl.us