

## How to Enroll During COVID-19

**You can meet with staff by phone, email, appointment or virtually to help you with the enrollment process.**

**Where can I find an application to enroll?** Applications can be found on each [Program/Application & Links](#) webpage.

**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 my application?**

1. **Email or call** Registration at [fctc-registration@stjohns.k12.fl.us](mailto:fctc-registration@stjohns.k12.fl.us) , (904)547-3383 or 3381 for instructions on how to submit your application and documents.
2. **Mail** First Coast Technical College, Attention: Registration, 2980 Collins Ave. St. Augustine, FL 32084.
3. **Appointments** to turn in your applications must be made in advance to assure staff are available.

**How can I pay the application fee?** Email **Registration** at [fctc-registration@stjohns.k12.fl.us](mailto:fctc-registration@stjohns.k12.fl.us) to schedule a payment via phone **OR** include a \$40 check c/o FCTC with your application if you mail. Advance appointments only to pay in person.

**Is Florida Residency still required?** Yes, if a student wants to be eligible for instate tuition. Find more information here:

**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. For appointments, see below.

**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](mailto: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](mailto:fctctesting@stjohns.k12.fl.us) or calling (904) 547-3390. ***This is an important step in your student success.*** The **Test Center** is open with limited seating due to social distancing.

**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

- Appointments to meet with staff must be made ahead of time by emailing [fctc-registration@stjohns.k12.fl.us](mailto:fctc-registration@stjohns.k12.fl.us). All scheduled visitors will participate in a health screening before meeting with staff.
- 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](mailto:fctcstudentrecruiter@stjohns.k12.fl.us)