

## 2021 SEEP AUGUSTA COLLEGE APPLICATION INSTRUCTIONS



AUGUSTA UNIVERSITY  
**MEDICAL COLLEGE  
OF GEORGIA**

### STUDENT EDUCATIONAL ENRICHMENT PROGRAM (SEEP) COLLEGE APPLICATION INSTRUCTIONS

MAY 28 - JULY 16, 2021

**PLEASE READ CAREFULLY**

#### VIRTUAL SUMMER PROGRAM

We are pleased that you are applying for admission to the Medical College of Georgia's Student Educational Enrichment Program (SEEP) at Augusta University! Housed in the Office of Student and Multicultural Affairs (OSMA). College SEEP is a summer program primarily for Georgia residents; however, a limited number of non-Georgia residents are considered for participation. **The 2021 SEEP will be a virtual summer program.**

**March 5, 2021 is the deadline date for submission of the online application. All supporting application documents must be received by March 12, 2021.** Students are strongly encouraged to apply early to ensure that all application materials are received by deadline dates. A completed SEEP application consists of the following:

- ✓ *Online SEEP Application Submission*
- ✓ *Two Recommendations – Submitted online by recommenders*
- ✓ *Official Transcript(s) – All colleges attended*
- ✓ *Income Verification*
- ✓ *Proof of US Citizenship (Must be US Citizen or have US Permanent Resident status)*
- ✓ *Driver's License or other official government issued ID*

## 2021 SEEP AUGUSTA COLLEGE APPLICATION INSTRUCTIONS

PLEASE CAREFULLY FOLLOW STEP 1 AND STEP 2 BELOW:

### **STEP 1: Complete the Online Application and Upload Supporting Documents:**

A. Go to <http://www.augusta.edu/mcg/students/seep.php> to access the online application and create a login account. **Please read instructions before beginning the online application.**

B. **Upload Supporting Application Documents.** Supporting documents to be uploaded are listed below. If you do not have all documents available at the time you complete the online application, you can login later and upload them (please check deadline submission date).

- ✓ Income Verification
- ✓ Proof of U.S. Citizenship/Lawful Presence
- ✓ Driver's License or other official government picture ID

#### **Income Verification**

Documentation for Income Verification.

- ✓ An official copy of the most recent filed (2020 or 2019) federal income tax statement for parent(s)

#### **Proof of US Citizenship/Lawful Presence**

- ✓ (Must be US Citizen or have US Permanent Resident status) - In accordance with the [Board of Regents Policy 4.3.4](#), all applicants for admission to Augusta University will be required to provide validation of lawful presence in the United States. Acceptance to the Augusta University/SEEP is conditional until lawful presence is verified. All applicants must submit documentation that verifies his/her lawful presence in the United States. For accepted documents, please see: [http://www.augusta.edu/admissions/lawful\\_verification.php](http://www.augusta.edu/admissions/lawful_verification.php)

#### **Acceptable Documents for United States Citizens:**

- ✓ *A Certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory.  
\*A photocopy is not acceptable. An official copy must be mailed.*
- ✓ *A U.S. Certificate of Naturalization (USCIS form N-550 or N-570)*
- ✓ *A U.S. Certificate of Citizenship (USCIS form N-560 or N-561)*
- ✓ *A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consul Report of Birth Abroad (FS-240).*
- ✓ *A current U.S. Passport. (photocopy must include the photo page and the page immediately following photo page)*
- ✓ *A current Driver's License/ID\* issued by the State of Georgia after January 1, 2008 (a limited term license/ID or a license/ID issued for a period of less than two years is not acceptable)*
- ✓ *A current Driver's License\* issued by the State of Alabama after August 1, 2000.*
- ✓ *A current Driver's License\* issued by the State of South Carolina after November 1, 2008.*
- ✓ *A current military ID (service member only, not dependent)*

**\*Must have clear photo of documents that are submitted**

## 2021 SEEP AUGUSTA COLLEGE APPLICATION INSTRUCTIONS

### Acceptable Documents for Permanent Residents

- ✓ A current, valid Permanent Resident Card (USCIS form I-151 or I-551)
- ✓ A Form I-797, Notice of Action approval notice with current dates of validity for a Form I-485

All permanent resident documentation will be reviewed by the Augusta University International and Postdoctoral Service Office (IPSO) prior to acceptance. Upon arrival on campus you are required to present original immigration services documents to OSMA for final review by the IPSO.

### Driver's License or Government Issued Photo ID

- ✓ If using Driver's License (DL) for lawful presence, the applicant only needs to submit one copy of license, however, if the DL is not the lawful presence document used for verification, the DL or other official government ID must still be submitted along with the appropriate lawful presence document.
- ✓ Copies of photo ID and other proof of citizenship documents must be clear. Birth certificates must be original copies and should be mailed.

For some document such as DL or other government issued ID, a scanned copy is acceptable.

**\*Must have clear photo of documents that are submitted**

### Step 2: Other Official Documents (Do Not Upload to Seep Application)

#### Official Transcript

Official transcripts may be sent directly to OSMA by college Registrar's Office or an official transcript service agency. All electronic copies of the official transcript must be sent to [SEEP@augusta.edu](mailto:SEEP@augusta.edu). For mailed copies of official transcript, please see mailing address found at the end of this document (mailed official copies must come from the institution or transcript service agency).

#### Recommendations

Applicants must have two individuals submit an online recommendation (**AFTER you submit your online SEEP application**). Applicants should provide the name and accurate email contact on the SEEP application for each recommender. The recommenders should be familiar with applicant's academic ability and potential for success in our program and as a potential health professional student (Should be completed by science professors and pre-health advisors). We do not accept recommendations from family members and your peers and friends. Once the applicant submits the SEEP application, then a link will be sent via email to each recommender you list on the on-line application. It is imperative that you provide accurate email information for each recommender when completing the application.

#### SEEP Deadlines

**>Online SEEP application closes Friday, March 5, 2021**

**>March 12, 2021 is the final date to receive all supporting documents**

It is the applicant's responsibility to make certain that all SEEP application materials are received by the final application date (including the on-line recommendations). **Applicants are strongly encouraged to apply early.**

## 2021 SEEP AUGUSTA COLLEGE APPLICATION INSTRUCTIONS

### **Please Read The Important Statement Below:**

*If you do not have all supporting documents available at the time you complete the online SEEP application, we STRONGLY encourage you to submit the application without attachments. Once you have supporting documents available for uploading to your SEEP file, you will be able to log back into the SEEP account you created and submit supporting document that you are allowed to upload. We encourage early application and supporting document submissions.*

### **SEEP MAILING ADDRESS:**

*Office of Student & Multicultural Affairs-SEEP  
Augusta University  
Medical College of Georgia 1120  
15<sup>th</sup> Street, GB-3300  
Augusta, Georgia 30912*

For additional information, please contact [SEEP@augusta.edu](mailto:SEEP@augusta.edu) or call 706-721-5515 or 706-721-6113.

*Providing false or incomplete information on the SEEP application or any of the documents supporting your application for admission to the program can result in denial of admission, invalidation of an acceptance decision, or, following matriculation, administrative disenrollment or dismissal. Students are subject to disenrollment or dismissal for falsifying application information at any time during the summer program*

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