

## 2021 SEEP SAVANNAH APPLICATION INSTRUCTIONS



### AUGUSTA UNIVERSITY MEDICAL COLLEGE OF GEORGIA

#### STUDENT EDUCATIONAL ENRICHMENT PROGRAM (SEEP) SEEP SAVANNAH PRE-COLLEGE APPLICATION INSTRUCTIONS

JUNE 2 - JULY 20, 2021

#### SAVANNAH VIRTUAL SUMMER PROGRAM

#### PLEASE READ CAREFULLY

We are pleased that you are applying for participation in the Medical College of Georgia's (MCG) Student Educational Enrichment Program (SEEP) sponsored by Augusta University (AU). The Office of Student and Multicultural Affairs (OSMA) at MCG, in partnership with Savannah State University, offers SEEP Savannah. The summer program is for current high school juniors and seniors who attend a high school in the Savannah-Chatham County School System. SEEP Savannah summer 2021 will be a virtual 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) – If attended more than one high school and/or dual enrolled*
- ✓ *Income Verification (Parent's 2020 or 2019 filed income taxes document)*
- ✓ *Proof of US Citizenship (Must be US Citizen or have US Permanent Resident status)*
- ✓ *Driver's License or other government issued ID*

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**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 [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 Consular 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**

#### **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.

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### **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**

Pre-College SEEP applicants must submit an official transcript of all high schools attended. High school applicants who have joint high school and college enrollment must also have an official college transcript submitted in addition to the high school transcript. Official transcripts may be sent directly to OSMA by the applicant's school counselor/official designee, a college Registrar's Office, or by an official transcript service agency. **All electronic copies of the official transcript must be sent to SEEP@augusta.edu.** For mailed copies of official transcript, please see mailing address found at the end of this document (must be official copy sent by school).

#### **Recommendations**

Applicants must have two recommenders submit 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 (preferably completed by your high school teachers, at least one should be from a science faculty). Once the applicant submits the SEEP application, then a link will be sent via email to each recommender listed on the online application. Applicants need to provide complete and accurate information for each recommender. It is the responsibility of the applicant to follow-up with recommender to verify that the recommendation was completed and submitted.

#### **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 online recommendations). ***Applicants are strongly encouraged to apply early.***

#### **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.*

## 2021 SEEP SAVANNAH APPLICATION INSTRUCTIONS

### 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.*