

Gateway Early College Admissions Process

How to Apply:

1. **Meet with your High School Counselor or College and Career Readiness Coach** – your high school may have additional paperwork you need to complete to participate in Dual Credit.
2. **Complete the Online Admissions Application** – Visit our homepage (<http://gateway.kctcs.edu>) and click on “Start Your Application” to begin the online admissions application. **Be sure to make a note of your KCTCS ID number and Application Reference number on the final screen after you submit your application.**
3. **Complete the Parental Consent Form** - Review and complete this form with your parent or guardian.
4. **Submit an in-progress high school or home school transcript** - We will need a copy of your current high school or home school transcript
5. **Submit placement test scores** - If you have taken any placement exams (ACT, SAT, KYOTE, TABE A), you can submit these scores on your in-progress transcript or separately.

If you have not taken any placement exams, you can request to take one at your high school through your guidance counselor or you can take one at Gateway. If you would like to take a placement exam at Gateway, please contact our Test Scheduling Line at 859-442-4115 to schedule an exam. Have your KCTCS ID number handy to schedule your exam.

6. **Submit Advanced Placement Exam scores or Dual Credit coursework** - If you have any Advanced Placement exam scores, you will want to log into your account on www.collegeboard.org and download a PDF copy of your AP scores to submit. If you have taken dual credit classes from another college, we will need an unofficial copy of your transcript from that college showing your dual credit coursework.

Please submit any of the above information to myself via email, fax, postal mail, or in-person.

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