AUGUSTA UNIVERSITY
MEDICAL COLLEGE
OF GEORGIA

Office of Belonging and Inclusivity

STUDENT EDUCATIONAL ENRICHMENT PROGRAM (SEEP) COLLEGE APPLICATION INSTRUCTIONS
(GEORGIA VIRTUAL SUMMER PROGRAM)

MAY 30 - JULY 11, 2025

PLEASE READ CAREFULLY

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 Belonging and Inclusivity. College SEEP is a summer program primarily for Georgia residents; however, a limited number of non-Georgia residents are considered for participation. **The 2025 SEEP will be a virtual summer program.**

March 14, 2025 is the deadline date for submission of the online application. All supporting application documents must be received by March 14, 2025. 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 Onlin by recommenders*
- ✓ *Official Transcript(s) – All colleges attended*
- ✓ *Income Verification* (Parent's 2023 or 2024 filed income taxes document)
- ✓ *Proof of US Citizenship (Must be US Citizen or have US Permanent Resident status)*
- ✓ *Driver's License or other official government issued ID*

2025 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 **https://www.augusta.edu/mcg/academic-affairs/belonging-inclusivity/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 (2023 or 2024) 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:https://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 afte r November 1, 2008.*
- ✓ *A current military ID (service member only, not dependent)*

*Must have clear photo of documents that are submitted online.

Photos will be accepted in pdf, png and jpeg formating.
If anyone is having issues with uploading documents, please contact us at seep@augusta.edu.

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 MCG Office of Belonging and Inclusivity 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 in pdf, jpeg or png format

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

Official Transcript
Official transcripts may be sent directly to MCG Office of Belonging and Inclusivity 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. 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. Applicants need to provide completed and accurate information for each recommender. It is the responsibility of the applicant to follow-up with recommenders to verify that the recommendation was completed and submitted.

2025 SEEP AUGUSTA COLLEGE APPLICATION INSTRUCTIONS

SEEP Deadlines

>*Online SEEP application closes Friday, March 14, 2025*
>*Friday, March 14, 2025 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.***

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:

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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