

INSTRUCTION PACKET: TRANSIENT/SPECIAL STUDENTS APPLYING TO GT STUDY ABROAD

NOTE: THIS APPLICATION IS FOR UNDERGRADUATES ONLY. GRADUATE STUDENTS SHOULD CONTACT OIE FOR INFO ON HOW TO APPLY AT study.abroad@gatech.edu.

GT Group Study Abroad Programs Available to Transients/Specials The programs listed below are the ONLY options for Transient/Special Students.	
<ul style="list-style-type: none"> ▪ AE ISyE Limerick Summer Program ▪ Argentina/Brazil Summer Program (odd years only) ▪ Barcelona Fall Program ▪ BC in the UK Summer Program ▪ Beijing/Singapore Summer Program ▪ BEST Study Abroad – Lyon ▪ BME Galway ▪ Brussels EU Summer Program ▪ ChBE in London Summer Program ▪ China Summer Program ▪ Chinese LBAT ▪ Design Develop Build Ghana ▪ Eastern Europe Summer Program 	<ul style="list-style-type: none"> ▪ French LBAT – PARIS ▪ German LBAT ▪ Georgia Tech Lorraine FALL ▪ Georgia Tech Lorraine SPRING ▪ History of Art & Arch in Italy/Greece ▪ Int. Russian in Moscow (Spring Track) ▪ Japan Summer Program in Sustainable Development ▪ Japanese LBAT ▪ Korean LBAT ▪ Russian LBAT ▪ Southeast Asia Summer Program ▪ Spanish LBAT - ECUADOR ▪ Spanish LBAT - MEXICO ▪ Spanish LBAT - SPAIN ▪ Valencia/Lisbon Summer Program (even years ONLY)

TRANSIENT/SPECIAL APPLICATION DEADLINES*	
SPRING PROGRAM: GT Lorraine Undergrad Program	Submission of Online Transient Application due to GT Office of Admissions: October 1st Submission of OIE Online Application & ALL supporting documents: October 15th

<p>ALL SUMMER PROGRAMS (excluding Project GO Applicants)</p>	<p>Submission of Online Transient Application due to GT Office of Admissions: February 1st</p> <p>Submission of OIE Online Application and ALL supporting documents: February 15th</p>
<p>FALL PROGRAMS (GT Lorraine & Barcelona Fall Program) & Project GO Summer Applicants:</p>	<p>Submission of Online Transient Application due to GT Office of Admissions: March 1st</p> <p>Submission of OIE Online Application and ALL supporting documents: March 15th</p>

*If the application deadline falls on a Saturday, Sunday, or holiday you may turn in your supporting materials to **OIE** on the following business day. **NO LATE APPLICATIONS CAN BE ACCEPTED.**

Before you begin, please make note of the following:

- CONTACT THE PROGRAM DIRECTOR: If you have not yet spoken to the **Program Director/Coordinator** of the study abroad program about academic requirements and other program-specific information, you are strongly encouraged to do so. Contact information is located on page 12 of this packet. The program director/coordinator is the best source for information about:
 - Course pre-requisites
 - Transportation to and from study abroad site(s); transportation while abroad
 - Housing arrangements
 - Program fees/cost of program
 - Payment schedule for program fees
 - Refund/Cancellation policies for program fees
- Transient/Special students must complete TWO applications to be accepted to study abroad through Georgia Tech (GT).
- It is important that you apply in the order specified on our web site and in this document and submit the supporting documentation to **OIE – not to Admissions!!**
- **Deadlines on page one of this packet are firm**, please submit your application before the deadline to be considered.
- Please note that all summer students who are NOT involved with Project GO have a summer deadline submission of February 1st (Admission Application) & February 15th (Supporting Documents). No non-Project GO summer applications will be accepted after this deadline.
- Project GO Summer Applicants have a deadline of March 1st (Admissions Application) & March 15th (Supporting Documents). No late applications will be accepted.
- Only students receiving acceptances from **BOTH** GT Undergraduate Admissions and the Office of International Education (OIE) may participate in GT programs abroad. Applying to GT Admissions as a transient/special student and applying to GT study abroad through OIE are two separate and required processes.
- Transients/Specials are not permitted to apply for GT exchange programs. Only applications to the faculty-led study abroad programs listed on page one will be considered.

Determining whether you should apply as a Transient or a Special Student:

You are a *SPECIAL* student if ALL of the following statements apply to you:

1. You are a U.S. citizen or U.S. Permanent Resident (green card holder). AND,
2. You have graduated from a U.S. university. AND,
3. You are not currently enrolled at a U.S. university.

If #1-3 ALL apply to you, then you will be applying to GT for admission as a **SPECIAL** student. Please be sure to select "Special" when prompted to do so in the Admissions application.

You are a *TRANSIENT* student if ALL of the following statements apply to you:

1. You are a U.S. citizen or U.S. Permanent Resident (green card holder). AND,
2. You are currently enrolled at a U.S. university other than GT. AND,
3. You are a degree-seeking student at that university. AND,
4. You have never taken classes at GT as a degree-seeking student; never earned a degree from GT.

If #1-4 ALL apply to you, then you will be applying to GT for admission as a **TRANSIENT** student. Please be sure to select "Transient" when prompted to do so in the Admissions application.

If neither special nor transient status seems to apply to you based on the criteria above, then you should contact OIE via e-mail (study.abroad@gatech.edu) to explain your situation so that we may help to determine if you are eligible for our programs. Please note that only U.S. citizens and U.S. Permanent Residents are eligible to apply to GT study abroad programs.

HOW TO APPLY

Please complete the application process in the following order:

1) STEP ONE:

- A. READ this packet of instructions BEFORE you complete the online application form through GT Admissions (#1).
- B. Complete the ONLINE Admissions Application for Study Abroad Transients/Specials: Follow the link at www.oie.gatech.edu/transient_under_#1.
- C. Submit a transcript from ALL universities at which you have ever taken classes. This includes your current university, past universities, and even dual enrollment credit from high school, if applicable. Transcription submission instructions are listed below on page 6.
- D. Submit all additional supporting documentation to OIE (**DO NOT SUBMIT SUPPORTING DOCUMENTATION DIRECTLY TO ADMISSIONS**) - the checklist is attached on page 6 of this packet. All supporting documents must be sent in a sealed envelope previously unopened by the applicant after being signed by the applicant's university officials.
- E. Make Note: Once you complete the Transient Admissions application, you will receive an e-mail in approximately one week or less prompting you to complete the next steps.
- F. Periodically check your application status on your Buzzport account (buzzport.gatech.edu) to make sure the GT Admissions Office is not missing any of your supporting documents. You may login to buzzport.gatech.edu using the GT username you were given and password you created.

PLEASE NOTE: GT ADMISSIONS APPLICATION FEE IS NON-REFUNDABLE. *The \$75 application fee is collected through CollegeNET, not Georgia Tech. This fee is non-refundable, even if you revoke your application from the program.*

2) STEP TWO:

If you have received an e-mail with your GT ID and/or instructions on setting up a GT Account online, then you are ready to complete Application #2 through OIE and should do so ASAP to be considered for a space on the study abroad program. IF YOU DO NOT HAVE AN ID AND LOGIN, DO NOT PROCEED. YOU MUST HAVE AN ID AND LOGIN TO COMPLETE THIS STEP.

- A. Complete the GT Study Abroad Online Application Form through OIE (www.oie.gatech.edu/transient under #2)
- B. Submit Additional Documents to OIE if you have not already done so (see the checklist on page 6)
- C. Pay the Study Abroad Program Deposit online (www.oie.gatech.edu/transient under #2) – you will need your bank routing number and checking account number to complete this transaction – credit cards are NOT accepted. Amounts vary by program and can be referenced by visiting the online payment system.

PLEASE NOTE: PROGRAM DEPOSITS ARE NON-REFUNDABLE. *This means that if for any reason you drop out of the program after you have paid your deposit, you will not be entitled to have your deposit money returned.*

THINGS TO REMEMBER

I. Eligibility

In order to participate in a GT Faculty-led Study Abroad (FLSA) Program, there are certain eligibility requirements you must meet. GT will check your records to confirm that you meet these overall requirements. Please refer to the Eligibility information available at http://www.oie.gatech.edu/sa/forms/pdfs/mat_eligibility.pdf for a complete and detailed listing of all eligibility requirements.

- You must be in **good academic standing**.
- You must be in **good disciplinary standing** with the Dean of Students and with Housing at your home university.
- You must **maintain appropriate standards of behavior**. Keep in mind that there is a large social aspect in the study abroad learning experience. Faculty, staff, and participants must be able to comply with program guidelines.
- You must be **at least 18 years of age** by the program departure date and you must have completed at least **two semesters of college study** prior to participation in study abroad. High School Joint Enrollment Programs do not meet this requirement.
- You must secure all required **travel documents**.

NOTE: Your Program Director may have other requirements that are beyond GT's general requirements. You will no longer be eligible to participate in a study abroad program if you drop out of good academic or disciplinary standing at any point prior to departure.

II. What's next?

How will I know if I have been accepted by GT Admissions??

- You should receive correspondence directly from Undergraduate Admissions about 4 weeks after your application is received. If you do not receive an acceptance letter to the Institute from Undergraduate Admissions after approximately 4 weeks, you should contact them **directly at (404) 894-4154** to ask about the status of your Transient/Special Application.
- **Important:** It is your responsibility to check your Admissions application status via your GT Buzzport account (buzzport.gatech.edu). Once you have been accepted by GT Admissions, you may login to Buzzport using your GT username & password (same as the login used for your OIE study abroad application) and check your application status. This page will let you know if the GT Admissions office is missing any of your supporting documentation.

NOTE: Acceptance to GT as a transient/special student does not guarantee acceptance into one of our study abroad programs and vice versa. You must be accepted both by Undergraduate Admissions and by the study abroad program and the Office of International Education to participate.

How will I know if I have been accepted to the study abroad program (after completing application #2)?

- OIE will send an official e-mail of acceptance to study abroad, along with other orientation materials. This can take up to 3 weeks from the time you complete the study abroad application.

Are applications accepted on a rolling basis?

- Applications are accepted on a rolling basis until programs are filled by eligible and qualified applicants, or until the deadline. Exceptions include:

Japanese LBAT: Decisions are based on 1st chapter test results for JAPN 2002 -late Feb (Applicants must earn at least 80% to qualify).

History of Art & Arch in Italy & Greece: Decisions based on merit and student status.

GTL has a 2.5 minimum GPA requirement, but does accept on a rolling basis.

III. Required Pre-departure Meetings:

As a transient/special student, you are automatically excused from these meeting and will be sent materials at a later date. You will automatically receive these materials from OIE over e-mail closer to the program's departure date.

IV. GT Immunization requirements:

OIE will request that the immunization requirement be waived so that you will not have to submit immunization records to GT before being allowed to register. **You will still receive paperwork/e-mails from the GT Student Health Center instructing you to send in immunization records. You should IGNORE these mailings since you will be granted a waiver of this requirement.**

V. Financial Aid?

If you receive financial aid and would like to continue receiving aid while participating in study abroad through GT, you should speak with the Financial Aid Office on your home campus about the procedures for using your aid to take classes offered by Georgia Tech. **Only GT degree-seeking students are eligible for financial aid through GT.**

VI. Registration as a transient/special student:

OIE will send information on how and when to register about two months before registration opens. Registration for study abroad transient/special students takes place during phase II (late registration - just before regular on-campus classes begin) each semester. The Program Director or Coordinator of your study abroad program will provide information on the courses for which you will register.

VII. Payment of Program Fees and GT Tuition:

Your program will set the payment schedule for PROGRAM FEES, please contact your program directly with any questions about program fees. As a non-degree seeking student, you may not have access to make online payments through the main system (OSCAR) until closer to your program's departure date. In the interim, you

may pay online by going to <http://www.bursar.gatech.edu/> and clicking on the “STUDENT – PAY NOW” Button on the right hand side of the screen. You will need your GT ID and GT LOGIN to make payments.

TUITION is automatically charged by GT as soon as you register for courses. Tuition payments should be made through the same online system.

VIII. Communication, Info, and Program Updates:

E-mail will be our official method of communication, so you are responsible for checking your account regularly. After receiving your application, we will periodically send e-mails to inform you of registration and other procedures that you will need to be aware of before your departure. If your e-mail changes, you must notify us right away at study.abroad@gatech.edu.

IX. Requesting an official transcript from GT

Once you have completed a study abroad program with GT, you will need to request an official transcript from the GT Registrar in order to have the credits transferred back to your home university. You can do this by going to www.registrar.gatech.edu and following the instructions to make your official request. Grades are not available before the end of the regular GT semester, even if your program ends before that date.

CHECKLIST for TRANSIENTS/SPECIALS APPLYING TO STUDY ABROAD

*Please use this checklist to ensure that you complete both applications by mailing the correct items to the OIE. **DO NOT MAIL ANYTHING DIRECTLY TO ADMISSIONS***

Submit Supporting Documents to OIE:

- ONE COPY OF OFFICIAL TRANSCRIPT(S) – You must submit transcripts from ALL colleges/universities ever attended (including dual enrollment from high school, if applicable). You may submit official transcripts electronically *or* in hard copy.
 - If you are submitting transcripts electronically, please follow the submission instructions for Transfer & Non-Degree Applicants: <http://admission.gatech.edu/apply/documents>.
 - If you are submitting your transcript in hard copy, please mail this to OIE (NOT Admissions) in a sealed envelope to the address listed below.
- DISCIPLINARY CLEARANCE FORM submitted in a SEALED envelope from your university (Attached)
- NON-DEGREE APPLICANT PERMISSION FORMS PART I and II (Attached). BOTH Transient/Special Students complete Part I, section 1. Only Transient students must also submit Part II. Part II is to be signed by the Registrar/Study Abroad Office/Academic Unit of the Home Institution and submitted in a SEALED envelope from your university.
- LAWFUL PRESENCE VERIFICATION: You MUST submit a copy of one of the following documents. You will not be admitted to GA Tech without proof that you are a U.S. citizen or U.S. permanent resident (green card holder).
 - A current U.S. Passport (can be emailed).
 - A current ID issued by the State of Georgia after January 1, 2008 (can be emailed).
 - 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 (DS1350) or a Consular Report of Birth Abroad (FS-240).
 - A certified copy of your birth certificate (submit in hard copy to the address below)

- A current, valid U.S. Permanent Resident Card (USCIS form I-151 or I-551)
 - If you are neither a U.S. citizen nor U.S. permanent resident, then you are not eligible to study abroad through GT.
- Are you under 18 years of age? If so, you also need to submit the signature form generated when you complete the Online Study Abroad Application #2 through OIE.

Your application cannot be processed until all items listed above are received by OIE!

The mailing address for supporting materials is:

**ATTN: Margaret Wright
Georgia Institute of Technology
Office of International Education
631 Cherry Street, Savant Building – Suite 211
Atlanta, GA 30332-0284**

QUESTIONS?

GT Office of International Education, 631 Cherry Street, Savant Building, Suite 211,
Atlanta, GA 30332-0284 Telephone: 404-894-7475 Fax: 404-894-9682
E-mail: study.abroad@gatech.edu Web site: www.oie.gatech.edu/sa

GT DISCIPLINARY CLEARANCE FORM
FOR TRANSIENT/SPECIAL STUDY ABROAD APPLICANTS

Please answer all questions completely. Please print in blue or black ink or type.

To the Student: This form must be completed by the Judicial Affairs Office of your division of Student Affairs/Dean of Students on your home campus and returned in a sealed envelope to the Georgia Tech Office of International Education (OIE) with other completed application materials. Your signature provides consent for the release of information to Georgia Tech.

TO BE COMPLETED BY APPLICANT:	
Name of GT Study Abroad Program:	
Home College/University:	
Student's Printed Name:	
Student ID #:	
Student's E-mail:	
Student's Telephone Number:	
Student's Signature:	
Today's Date:	

To the official completing this form: The student named above is applying to participate in a Georgia Tech Study abroad program as a Transient/Special (non-degree seeking) Student. We would greatly appreciate a statement regarding this student's disciplinary/judicial record. While a disciplinary history does not preclude a student's participation in the program, this information will be considered during the review process. Please return this form in a sealed envelope to the student so that he/she will be able to include it with his/her application to study abroad with Georgia Tech.

This student has not received a judicial sanction at _____.
 (Name of Institution)

This student is currently in good disciplinary standing, but has been previously charged, found responsible, and sanctioned as follows:

Adjudication Date	Charges	Sanction & Effective Dates
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This student is currently not in good disciplinary standing and is sanctioned as follows:

Adjudication Date	Charges	Sanction & Effective Dates
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GT DISCIPLINARY CLEARANCE FORM
FOR TRANSIENT/SPECIAL STUDY ABROAD APPLICANTS

Please briefly describe each of the events where the student was found responsible for violating the code of conduct: (attach an additional sheet if necessary)

TO BE COMPLETED BY UNIVERSITY OFFICIAL:	
Printed Name:	
Title:	
Telephone Number:	
Email	
Signature:	
Today's Date:	

Questions about this form?

Contact: Margaret Wright
 Telephone: 404-894-7475
 E-mail: study.Abroad@gatech.edu

NON-DEGREE APPLICANT PERMISSION FORM – Part I

NOTE: This form must accompany a transient/special application.

Transients and Specials must complete the following:

Name: _____ SSN or GTID (if known): _____

E-mail: _____ Telephone: _____

Applicant Type: **Special** or **Transient** (Please Circle)

1. Term and Courses applying for:

Desired Term of Enrollment (Semester and Year): _____

Study Abroad Program Name: _____

Desired Course(s) to be scheduled: Courses offered as part of GT study abroad program.

*If admitted, I realize that my enrollment is only for the semester(s) and course(s) listed above and I understand that **admission does not guarantee that I will be able to enroll in any particular course.** Potential enrollment to a subsequent semester is not implied nor permitted without further approval. Potential enrollment is strictly as a non-degree student and I understand that it cannot be used to attain degree-seeking status at a later date. Enrollment in unauthorized courses will result in an automatic course withdrawal by the Institute.*

(Applicant Signature)

(Date)

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2. Departmental Review:

All students (Transients and Specials) must have the approval of the Study Abroad Program or OIE at Georgia Tech to complete the admissions application. **Departmental approval does not guarantee admission to Georgia Tech or to the Study Abroad Program. Please send this form to the OIE at Georgia Tech.**

Name of Department: OIE _____

- This student's background appears to be suitable for the requested course(s).
- Space in the course(s) for this student should be available.
- Other conditions or comments: _____

(OIE Representative Name)

(OIE Signature)

(Date)

NON-DEGREE APPLICANT PERMISSION FORM – Part II

Only Transient Applicants must complete the following form:

Name: _____ SSN or GTID (if known): _____

E-mail: _____ Telephone: _____

Desired Term of Enrollment at Georgia Tech (Semester and Year): _____

Study Abroad Program Name: _____

Desired Course(s) to be taken at Georgia Tech: Courses offered as part of GT study abroad program

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Verification of Enrollment/Approval for Transient Status by the Registrar of the home institution:

The student named above has applied for admission to the Georgia Institute of Technology as a non-degree seeking Transient student. In accordance with University System of Georgia Board of Regents policy and Institute policy, the following information is required to determine eligibility for admission. This student is currently in good standing with our institution, has not been dropped or dismissed for any reason, and is eligible to return to the institution. If admitted, this student has permission to register at the Georgia Institute of Technology as a non-degree seeking Transient student.

(Name of Institution)

(Signature & Seal of Registrar)

(Date)

Enrollment verification forms/letters, etc. cannot be substituted for this form, and will not be accepted. This form must be completed or the student's application will not be processed.

STUDY ABROAD PROGRAM DIRECTOR/COORDINATOR CONTACT LIST

PROGRAM	CONTACT	GT PHONE	E-MAIL
AE Limerick Summer Program	Dr. Lakshmi Sankar	404-894-3014	lakshmi.sankar@aerospace.gatech.edu
Argentina/Brazil Summer Program (odd years only)	Dr. Kirk Bowman	404-894-6435	kirk.bowman@inta.gatech.edu
Barcelona Fall Program	Dr. Cameron Tyson	404-894-8227	cam.tyson@cos.gatech.edu
Beijing/Singapore Summer Program	Ms. Mary Alice Allen	404-385-8127	maryalice.allen@oie.gatech.edu
BEST Study Abroad – Lyon	Dr. Cameron Tyson	404-894-8227	cam.tyson@cos.gatech.edu
BC in the UK Summer Program	Dr. Thom Keel	404-894-9681	thomas.keel@coa.gatech.edu
Brussels EU Summer Program	Dr. Vicki Birchfield	404-385-0604	vicki.birchfield@inta.gatech.edu
ChBE in London Summer Program	Dr. Pradeep Agrawal	404-894-2826	pradeep.agrawal@chbe.gatech.edu
China Summer Program	Ms. Mary Alice Allen	404-385-8127	maryalice.allen@oie.gatech.edu
Chinese LBAT	Dr. Paul Foster	404-385-0936	paul.foster@modlangs.gatech.edu
Design Build South Africa Smr Program	Dr. Daniel Baerlecken	404-259-1501	daniel.baerlecken@arch.gatech.edu
Eastern Europe Summer Program	Ms. Dori Pap	404-385-3278	dori.pap@ile.gatech.edu
French LBAT - PARIS	Dr. Nora Cottille-Foley	404-894-7327	drncf@gatech.edu
German LBAT	Dr. Bettina Cothran	404-385-0192	bettina.cothran@modlangs.gatech.edu
GTL Fall/Spring Program -Undergraduates	Ms. Catherine Bass	404-894-6364	catherine.bass@gtl.gatech.edu
Hist of Art & Arch in Greece & Italy	Dr. Thanos Economou	404-894-2073	thanos@gatech.edu
Intensive Russian in Russia (Spring track)	Dr. Stuart Goldberg	404-894-9251	stuart.goldberg@modlangs.gatech.edu
Japan Summer Program in Sustainable Development	Dr. Brian Woodall	404-894-1902	brian.woodall@inta.gatech.edu
Japanese LBAT	Dr. Kimiaki Yamaguchi	404-894-5352	kimiaki.yamaguchi@modlangs.gatech.edu
Korean LBAT	Dr. Seok Bae Jang	404-385-4643	seok.jang@modlangs.gatech.edu
Russian LBAT	Dr. Stuart Goldberg	404-894-9251	stuart.goldberg@modlangs.gatech.edu
Southeast Asia Summer Program	Dr. Katja Weber	404-894-5409	katja.weber@inta.gatech.edu
Spanish LBAT– ECUADOR	Dr. Vicki Galloway	404-385-0199	vicki.galloway@modlangs.gatech.edu
Spanish LBAT – SPAIN	Dr. Cecilia Montes Alcala	404-385-6721	cecilia@gatech.edu
Valencia/Lisbon Summer Program (even years only)	Dr. Kirk Bowman	404-894-6435	kirk.bowman@inta.gatech.edu