Georgia Tech | Office of International Education

Office of International Education
Georgia Institute of Technology
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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 education.abroad@oie.gatech.edu.

GT Faculty-Led Study Abroad Programs & Transients/Special Students

You can research GT Faculty-Led Program options here: **https://ea.oie.gatech.edu/**. The programs listed below are programs that are currently *not* available to Transient/Special students. Please email **education.abroad@oie.gatech.edu** if you would like to inquire about whether or not transients may participate in a particular program.

- Pacific Spring Program
- Oxford Summer Program
- Barcelona Summer Program

TRANSIENT/SPECIAL APPLICATION DEADLINES*

SPRING PROGRAM: **GT Lorraine Undergrad Program**	GT Transient Admission App Opens: **August 1st** Submission of Online Transient Application due to GT Office of Admissions & Submission of OIE Online Application due: **October 1st** Submission of ALL GT Admissions supporting documents: **October 15th**

Georgia Tech Lorraine Summer program	GT Transient Admission App Opens **October 8th** Submission of Online OIE (Atlas) Non-GT Study Abroad Application: **December 31st** Submission of Online Transient Application due to GT Office of Admissions: **February 1st** Submission of ALL GT Admissions supporting documents: **February 15th**
ALL SUMMER PROGRAMS (excluding Project GO & GTL Applicants)	GT Transient Admission App Opens **October 8th** Submission of Online Transient Application due to GT Office of Admissions: **February 1st** Submission of OIE Online Application and ALL supporting documents: **February 15th**
FALL PROGRAMS (GT Lorraine & Barcelona Fall Program) & Project GO Summer Applicants:	GT Transient Admission App Opens **October 8th** Submission of Online Transient Application due to GT Office of Admissions: **March 1st** Submission of OIE Online Application and ALL supporting documents: **March 15th**

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

<u>**Before you begin, please make note of the following**</u>:

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 each program page: **https://ea.oie.gatech.edu/**. 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 **<u>TWO</u>** applications to be accepted to study abroad through Georgia Tech (GT).
- It is important that you apply as instructed on our website and in this document and submit the supporting documentation.

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 & OIE Application). 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 & OIE Application). 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/Special students 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 (education.abroad@oie.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 below application process. Note: you may begin your OIE application via Atlas before beginning the Admissions applications.

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 Transient Students | Undergraduate Admission (gatech.edu)

- 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. Transcript submission instructions are listed below on page 6.

- D. Submit all additional supporting documentation. The checklist is attached on page 6 of this packet. All supporting Admissions documents (study abroad permission form, transcripts, lawful presence) must be uploaded to your Admissions portal. Disciplinary clearance forms should be emailed to education.abroad@oie.gatech.edu directly from a school official, not from the student.

- E. Make Note: Once you complete the Transient Admissions application, you will receive an e-mail in approximately one week or less with your GTID number and GT login information.

- 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 that OIE will only turn in your supporting documents to GT Admissions once we have received all of your supporting documents.

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:

You may complete your GT Study Abroad Application as soon as you are ready to do so. **This can be done before or in tandem with Step One.** Please create new credentials (these will be different than the credentials given to you by the Office of Admissions) and indicate that you are a Non-GT student.

- A. Complete the GT Study Abroad Online Application through OIE (https://atlas.gatech.edu/)

- 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 (https://atlas.gatech.edu/) – 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:

- 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 completed (including submission of all supporting documents). 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). 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 via atlas.gatech.edu, along with other orientation materials. Please reach out to your Program Director/Coordinator for a timeline on expected program acceptance.

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. 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.**

V. Registration as a transient/special student:

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. Students will register for courses via their Buzzport accounts.

VI. 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.

VII. Communication, Info, and Program Updates:

After receiving your application, we will periodically send updates via Atlas or email to inform you of any procedures that you will need to be aware of before your departure. If your e-mail changes, you must update this via your atlas.gatech.edu account.

VIII. 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.

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CHECKLIST for TRANSIENTS/SPECIALS
APPLYING TO STUDY ABROAD

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Submit Supporting Documents to OIE & Admissions:

☐ 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.

- o Please follow the electronic submission instructions for Transfer & Non-Degree Applicants: http://admission.gatech.edu/apply/documents.

☐ DISCIPLINARY CLEARANCE FORM submitted via email to education.abroad@oie.gatech.edu directly from an official at your home university (page 8).

☐ NON-DEGREE APPLICANT STUDY ABROAD PERMISSION FORM: See attachment. It is to be signed by the Registrar of the Home Institution, and the university's seal should be included. This must be uploaded to your Admissions portal.

☐ LAWFUL PRESENCE VERIFICATION: You MUST submit a copy of one of the following documents via the Admissions portal. 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.
- ▪ A current ID issued by the State of Georgia after January 1, 2008.
- ▪ 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.

The mailing address for OIE is:

ATTN: Jesse Ferreira
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
Phone: 404-894-7475
Email: education.abroad@oie.gatech.edu
Website: https://ea.oie.gatech.edu/

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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 Study Abroad Office or Judicial Affairs Office of your division of Student Affairs/Dean of Students on your home campus and returned to the Georgia Tech Office of International Education (OIE) with other completed application materials. This form must be sent directly to education.abroad@oie.gatech.edu by a university official. 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**

☐ **This student is currently not in good disciplinary standing and is sanctioned as follows:**

_____
Adjudication Date   **Charges**   **Sanction & Effective Dates**

Georgia Tech | Office of International Education

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: Jesse Ferreira
Telephone: 404-894-7475
E-mail: education.abroad@oie.gatech.edu

Georgia Tech

STUDY ABROAD PERMISSION FORM

All applicants **must complete the following:**

1. **Statement of Understanding:**

   *If admitted, I realize that my enrollment is only for the specified term on my application 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.*

   _____
   (Student's Printed Name)

   _____   _____
   (Student's Signature)   (Date)

2. **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 Home Institution)

   _____   _____
   (Signature & Seal of Home Institution Registrar)   (Date)