

with Faculty-Led Education Abroad Programs at Georgia Institute of Technology



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404.894.7475









ELIGIBILITY REQUIREMENTS

The following criteria refer to eligibility requirements for participation in GT study abroad programs. These requirements are not part of the Project GO requirements. To view eligibility requirements for Project GO, visit <u>rotcprojectgo.org/project-go-central-application-instructions</u>.

In order to participate in a Faculty-Led Study Abroad (FLSA) Program through Georgia Tech, there are certain eligibility requirements you must meet. The Office of International Education (OIE) at Georgia Tech 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 be a **U.S. citizen or a U.S. permanent resident** to participate in GT study abroad programs as a non-GT student.

Some programs may have other requirements that are beyond the general eligibility requirements listed above, such as language background. You will no longer be eligible to participate in a GT study abroad program if you drop out of good academic or disciplinary standing at any point prior to departure.

IMPORTANT NOTES ABOUT THIS GUIDE:

This guide is intended for students who have been awarded the Project GO scholarship to participate in Georgia Tech study abroad programs. If you are not a Project GO scholarship recipient, please refer to the **Transient Student Guide**.

If you have any questions or concerns, email education.abroad@oie.gatech.edu or projectgo@modlangs.gatech.edu and we will be happy to guide you.



PROJECT GO

Project GO at Georgia Tech

Georgia Tech's recruiting efforts have resulted in 236 ROTC students receiving Project GO scholarships to participate in overseas immersion programs, averaging 24 scholarships per year. Among these, 63% were awarded to non-GT students, and 56% were from outside Georgia.

Project GO at Georgia Tech offers scholarships for the Language for Business and Technology (LBAT) study abroad programs in Korean and Russian. Georgia Tech Project GO scholarships cover program fees (the application fee/deposit not included), room & board, tuition, meals, plus reimbursement for travel to/from program location.

For more information about Project GO at Georgia Tech, visit modlangs.gatech.edu/study-abroad/project-go

GT Study Abroad Programs for Project GO Students

Click on each program to visit the program pages on the School of Modern Languages website.

To view these programs in detail and access the application for each study abroad program associated with Project GO at Georgia Tech, visit Atlas at atlas.gatech.edu. Application instructions are located on page 6 of this guide.

Please note that Project GO scholarships are only available for the programs listed here. If you decide to apply and participate in other GT study abroad programs, you will be responsible for all expenses for non-Project GO programs.

PROGRAM NAME

Korean I BAT

Russian Intensive Summer Program (Russian Spring Track)

Russian LBAT



ESSENTIAL CONTACTS

Dr. Valeriya Chekalina

Lecturer of Russian

School of Modern Languages Email: vchekalina6@gatech.edu

Dr. Stuart Goldberg

Professor of Russian

School of Modern Languages

Email: stuart.goldberg@modlangs.gatech.edu

Professor Jong Hyun Lee

Senior Lecturer of Korean

School of Modern Languages

Email: jlee305@gatech.edu

Ms. Tia Williams

Program & Operations Manager

School of Modern Languages

Email: twilliams374@gatech.edu

APPLICATION PROCESS

IMPORTANT: Please be sure to complete all applications and submit all necessary supporting documents by the deadline to ensure your scholarship award and participation in the program.



STEP 1: Project GO Online Application

- Complete the online application (<u>rotcprojectgo.org/apply-now</u>) by the application deadline.
 - Application instructions (<u>rotcprojectgo.org/project-go-central-application-instructions</u>) are available to assist you.
- Schedule a phone/video interview (if applicable): Students applying for the Korean and Russian are highly encouraged, but not required, to schedule a phone interview. Please email projectgo@modlangs.gatech.edu to schedule an interview time.

NOTE: Step 1 must be completed prior to starting Step 2. DO NOT complete Step 2 nor Step 3 until you have been offered a Project GO scholarship award to participate in a study abroad program with Georgia Tech.

If you wish to apply to participate in a GT study abroad program without the Project GO scholarship, please contact **education.abroad@oie.gatech.edu** for further guidance.



STEP 2: OIE Application and GT Admission Non-Degree Application

NON-GEORGIA TECH STUDENTS:

- Complete the <u>OIE Application</u> and <u>GT Admission Application</u> as a non-degree seeking student.
 More instructions can be found on the next page of this guide.
- Email <u>projectgo@modlangs.gatech.edu</u> when you have completed both OIE Application and GT Admission Application.

GEORGIA TECH STUDENTS:

- Complete the <u>OIE Application</u> only. You do not need to complete the GT Non-Degree Admission Application as a degree-seeking student at Georgia Tech.
- Email <u>projectgo@modlangs.gatech.edu</u> when you have completed both OIE Application and GT Admission Application.



STEP 3: Post-Decision Requirements

- **OIE Application:** you will receive an email regarding an update of your application status. Once you have received your acceptance to the study abroad program, login to Atlas to access post-decision requirements, such as uploading your passport, completing an online pre-departure orientation, etc. These requirements must be completed prior to your departure for the program.
- **GT Admission Application:** you will receive an email with the admission application decision. Log back into your admission applicant portal to upload a lawful presence verification.
- Project GO: contact <u>projectgo@modlangs.gatech.edu</u> for any required tasks you must complete to secure your scholarship award and maintain eligibility for participation in GT study abroad program.



Program Deposit

You will need a checking account number and the bank routing number to complete this transaction. The online payment system does not accept credit cards.

Deposit amounts vary by program. Program deposits are non-refundable. If you withdraw from the program after you have paid your deposit, you will not be a refund.

Keep in mind that you are considered committed to the program once you completed your application and paid the deposit. Withdrawal after application completion and/or certain program deadlines is subjected to the cancellation policy of the program.

Program Payment

The program deposit is the only payment you will make through Atlas. All other charges - including tuition and fees, program charge, etc. - will be posted and need to be paid via your student account on Buzzport. You will have access to your Buzzport account once you have submitted your admission application (see next page) and have been admitted as a transient student.

OIE APPLICATION

- Find your study abroad program on ATLAS (atlas.gatech.edu) and start an application.
 - If you are a Georgia Tech student, you do not need to create an account. Simply login using your GT credentials.
 - If you are NOT a GT student, click LOGIN at the top right corner to create a new non-GT student account.
- Complete all components of the application before the application deadline. See below for required materials or documents.
 - There is no SUBMIT button. Your application will be considered for review once you have completed all components/requirements of the application.
- Pay the non-refundable program deposit to complete your OIE application. You will be reimbursed when your Project GO scholarship is disbursed. Read additional notes on the program deposit (sometimes referred to as the application fee) on the left column.

NOTES: You cannot have more than one application per term at a time. If you wish to apply to more than one program in the same term, please contact **education.abroad@oie.gatech.edu**.

OIE Application: Required Materials & Documents

Each program may have additional requirements and/or materials needed for the application. Be sure to check your application status on Atlas to ensure you complete all requirements of the application for your study abroad program.

PRE-DECISION

Signature Verification Form

Send the signed **Signature Verification Form** <u>AND</u> a copy of your **identification**, such as a passport, driver's license, or a state-issued ID. Email these documents to **education.abroad@oie.gatech.edu**.

POST-DECISION

Disciplinary Standing

The **Disciplinary Clearance Form** must be completed by an official from your home institution. This could be a professional in the Study Abroad Office, Office of Student Conduct or Advising at your home campus. The form must be sent to **education.abroad@oie.gatech.edu** or mailed to the GT Office of International Education (OIE) by an official at your home institution. The form will not be accepted if sent by the student.

POST-DECISION

Passport |

Upload a scanned copy of your passport, showing the page with your photo, legal name, passport number, and expiration date, onto your application on Atlas.

Make sure that your passport is valid for at least six months after the program end date. We recommend renewing your passport if it is expiring within six months after your program ends.



Office of International Education

Georgia Institute of Technology Atlanta, Georgia 30332-0284 PHONE: 404-894-7475 FAX: 404-894-9682 oie.gatech.edu

Signature Verification Form

This form is required for transient and special students who are not currently seeking a degree at Georgia Tech applying to Georgia Tech study abroad programs.

The online application process involves electronic signatures. By completing this form, you will be able to use an electronic signature for the remainder of the application process.
In order to verify your identity, you must send in a photocopy of either your passport, driver's license, or a state-issued ID card. Please fill out the following information and email the completed form to education.abroad@oie.gatech.edu .
Applicant Name:
Gender:
Date of Birth:
Email:
Signature:
The attached proof of identification is:
Passport
Driver's license
State-issued ID
Questions? Email education.abroad@oie.gatech.edu.



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DISCIPLINARY CLEARANCE FORM (PAGE 1)

(for Transient Students applying to study abroad programs at Georgia Tech)

<u>INSTRUCTIONS FOR STUDENT</u>: Print or email both pages of this form to a university official on your home campus. Please complete the first page before sending this form to the university official.

The second page of 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.

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

TO BE COMPLETED BY STUDENT APPLICANT:		
Name of GT Study Abroad Program		
Home College/University		
Student Full Name		
Student ID		
Student Email		
Phone Number		
Signature		
Today's Date		



DISCIPLINARY CLEARANCE FORM (PAGE 2)

(for Transient Students applying to study abroad programs at Georgia Tech)

INSTRUCTIONS FOR UNIVERSITY 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 email the completed form to the Office of International Education at education.abroad@oie.gatech.edu.

то	TO BE COMPLETED BY UNIVERSITY OFFICIAL:	
Student Name		
Name of University Official		
Title of University Official		
Phone Number & Email		
Signature		
Today's Date		
found responsible, and s	Charges	Sanction & Effective Dates ding and is sanctioned as follows:
Adjudication Date	Charges	Sanction & Effective Dates
	of the events where the stude t: (attach or include additiona	

ADMISSION APPLICATION

The Non-Degree Application to GT Office of Admission is only required for non-Georgia Tech students.

APPLICATION LINK & INSTRUCTIONS

To participate in a Georgia Tech study abroad program as a non-GT student, you must submit a **Non-Degree Application** to the Office of Admission at Georgia Tech.

Visit <u>admission.gatech.edu/nondegree/transient</u> to view the instructions on how to start and complete the online admission application for transient students.

Admission Application: Required Materials & Documents

Transcript

Submit a transcript from ALL schools at which you have taken classes. This includes your current university, past colleges, and dual enrollment credit from high school, if applicable.

You will need to submit an **official transcript** to meet prerequisites for certain programs.

For instructions on how to submit your transcripts, visit admission.gatech.edu/apply/documents

Study Abroad Permission Form

This form must be completed by an official at your home institution. This could be done by someone in the Study Abroad Office or the Registrar's Office at your home school. Upload the completed form onto your admission application in your admission applicant portal.

You can access the <u>Study Abroad Permission Form by</u> <u>clicking this link here</u> or print out the next page.

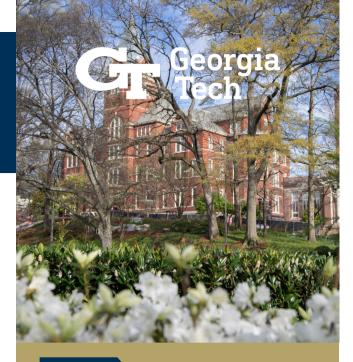
Lawful Presence Verification

POST-DECISION

This requirement can only be done AFTER you have submitted your admission application and been admitted as a transient/special student.

You will receive an email from the Office of Admissions with the admission decision and instructions on how to submit your lawful presence verification, as well as acceptable documents for this requirement.

You will need to complete this requirement in order to have access to Buzzport and course registration services.



NOTES

You must be admitted as a transient/special student through the Office of Admission at Georgia Tech in order to participate in GT study abroad programs.

You can start and complete the Admission Application and OIE Application at the same time. Please note that your login credentials for GT Admissions portal will be different from your OIE Application on Atlas.

Once you have completed and submitted your admission application, you will receive an email with the decision, as well as your GTID number and GT login information in approximately one week.

ADMISSION APPLICATION FEE

The application fee for GT Admission Application is collected through CollegeNET, not Georgia Tech.

The admission application fee is **non-refundable**, even if you withdraw your application from the study abroad program/admission.

There is also no fee waiver for the admission application fee.



Office of Undergraduate Admission Georgia Institute of Technology Atlanta, Georgia 30332-0320 USA 404.894.4154

STUDY ABROAD PERMISSION FORM

All applicants must	complete the following:
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1	Statement	Λf	Understanding:
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Statement of Understanding:			
If admitted, I realize that my enrollment is only	y 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			
student and I understand that it cannot be used	e e		
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 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 Tuonaiant atudant

Transient student.		
(Name of Hame Institution)		
(Name of Home Institution)		
(Signature & Seal of Home Institution Registrar)	(Date)	

APPLICATION CHECKLIST

only required for non-GT students

OIE APPLICATION

PRE-DECISION		
	Start an application on Atlas (atlas.gatech.edu) for the intended study abroad program.	
	Email signed Signature Verification Form and a copy of one form of ID (passport, driver's license, or state- issued ID) to OIE at education.abroad@oie.gatech.edu.	
	Complete all application components and pay the non-refundable program deposit .	
POST	-DECISION	
	Request a university official at home campus to complete and send the signed Disciplinary Clearance Form to education.abroad@oie.gatech.edu.	
	Once accepted, complete ALL post-decision requirements prior to program start date (emergency contact card, passport upload, special needs questionnaire, LiveSafe app, online predeparture orientation and quiz).	

GT ADMISSION APPLICATION

PRE-	PRE-DECISION		
	Create a Non-Degree Application as a transient student with GT Office of Admission.		
	Send an official transcript of all courses taken at all colleges and universities to Georgia Tech.		
	Request home school complete the Study Abroad Permission Form . Upload the signed form to admission application portal.		
	Pay the non-refundable application fee and submit the completed the Non-Degree Admission Application.		
POST	T-DECISION		
	Once admitted, upload lawful presence verification onto GT Admission Application portal. (This step is essential to ensure you have access to course registration and enrollment services.)		

Need help? Email education.abroad@oie.gatech.edu.





IMPORTANT DATES AND DEADLINES

NOTE: The following dates and deadlines are only applicable for Project GO students. If the application deadline falls on a Saturday, Sunday, or a holiday, you may turn in your supporting documents to **education.abroad@oie.gatech.edu** on the following business day. Late applications are not accepted.

If you have any questions or need any help with any part of the process, please reach out to the Project GO coordinator Tia Williams (twilliams374@gatech.edu) or education abroad advisor Linny Tran at linny.tran@oie.gatech.edu for support.

JANUARY*	Project GO Application Deadline For the exact date of Project GO application deadline, visit the official Project GO website and application page: rotcprojectgo.org/apply-now
MARCH 31	OIE Application Deadline Complete all components of the program application on Atlas and pay the program deposit. GT Admission Non-Degree Application Deadline Complete the Non-Degree application for GT Admission (for non-GT students only). Study Abroad Permission Form required.
APRIL 15	OIE Application: Post-Decision Requirements Due Once you have received your acceptance to the program, login to Atlas to complete all post-decision tasks, such as uploading a copy of your passport, submitting the Disciplinary Clearance Form, and completing the online pre-departure orientation. GT Admission Application: Lawful Presence Verification Due Once you have received the email with the admission decision, upload a lawful presence verification onto your admission applicant portal.
MAY	Early May: Course Registration Your time ticket for course registration will be assigned for early May. Exact date and time will be announced closer to end of April. Mid-May: Tuition Payment Deadline Shortly after you have enrolled in your study abroad courses, your tuition charges and fees will be posted on your student account on Buzzport/OSCAR. Monitor your student account to ensure all charges are paid by the payment deadline.

NEXT STEPS: What happens after application submission?



UPON SUBMISSION

Your completed OIE Application will be sent to the Program Director for review. Once submitted, your GT Admission Application will also be reviewed by GT Office of Admission. The review process can take between 1-2 weeks.

If accepted into the program, you will receive an email from Atlas. You can then log back into Atlas to view the updated status of your application. You will also receive an email from GT Admission once you have been admitted as a transient student.



Once accepted into the program, login to Atlas and complete the **post-decision requirements** for your OIE Application. These include uploading your emergency contact information and passport, completing the online pre-departure orientation and the associated quiz, etc. These requirements must be completed prior to your departure.

You will also need to upload the **lawful presence verification** to your GT Admission Application once admitted.

PRE-DEPARTURE

The Program Director may host pre-departure meetings prior to program start date. Please contact your Program Director or the Program Coordinator for more details about any pre-departure information or meetings for your program.

COURSE REGISTRATION, PROGRAM CHARGE & TUITION

You will be registering for your study abroad courses in Phase II of registration. This typically takes place in early May for summer programs. Your Program Director will share information about which courses and how many credits you need to enroll in prior to registration.

Please check your **student account** on **Buzzport/OSCAR** to ensure you pay all charges for the program charge and tuition by the appropriate deadlines. You may be dropped from your courses and the program if you have outstanding charges on your account.





PROGRAM FEES, FINANCIAL AID & SCHOLARSHIPS

Financial Aid & Scholarships

Non-GT students are not degree-seeking at GT are not eligible for scholarships and financial aid through Georgia Tech, with the except of the Project GO scholarship.

Georgia Tech Project GO scholarships cover program fees (the application fee/deposit not included), room & board, tuition, meals, plus reimbursement for travel to/from program location.







Program Fees & Tuition

Your program may have a payment schedule for the program fees (referred to as the **program charge**). It may also be split into different installments with separate deadlines, although this is not applicable to every program.

Tuition is typically posted shortly after course registration and is dependent on how many credits you are enrolled in for the program.

For tuition payment deadlines and information about tuition/fees, payments, refunds, and billing, visit the Office of the Bursar online at <u>bursar.gatech.edu</u>.

For questions related to Project GO scholarship, contact Dr. Valeriya Chekalina at **vchekalina6@qatech.edu**.



Course Registration

Course registration for summer study abroad programs takes place in late April through mid-May. Transient students will be registering in Phase II of registration, which is typically early May for summer programs.

You will be assigned a specific time slot, referred to as a "time ticket" when you can access the "Add/Drop Classes" option during registration. You will receive emails or instructions from your Program Director regarding which courses and how many credits you need to enroll for your study abroad program.

Non-GT Students: You must fully complete your GT Admission Application and be admitted as a transient student before you can register or see your time ticket. You can check whether or not you are missing any requirements by logging into your GT Admission applicant portal <a href="https://example.com/hetel

HOW TO VIEW YOUR TIME TICKET

- 1. Log into BuzzPort
- 2. On the Home tab locate the "Registration and Student Services" channel
- 3. Select the "Registration OSCAR" link
- 4. Select "Student Services & Financial Aid"
- 5. Select "Registration"
- 6. Select "Prepare for Registration"
- 7. Select the term you wish to view your time ticket from the drop-down menu.
- 8. Select "Continue"

HOW TO ENROLL IN CLASSES

- 1. Log into BuzzPort
- 2. On the Home tab locate the "Registration and Student Services" channel
- 3. Select the "Registration OSCAR" link
- 4. Select "Student Services & Financial Aid"
- 5. Select "Registration"
- 6. Select "Term"
- 7. Select "Add/Drop Classes"



REGISTRATION ASSISTANCE

This is a helpful resource written by Registrar's Office to help walk you through the registration process at Georgia Tech:

registrar.gatech.edu/registration/registration-assistance

Be sure to review this page to help you prepare for course registration.



CONTACT OIE



Mailing Address:

Georgia Institute of Technology Office of International Education Savant Building 631 Cherry St NW, Suite 211 Atlanta, GA 30332



<u>Emaii</u>:

education.abroad@oie.gatech.edu



Phone: 404.894.7475



Website:

ea.oie.gatech.edu



Instagram: @GTAbroad



Join our Education Abroad Newsletter to stay updated with application deadlines, scholarship news, etc.

Join our Education Abroad

ESSENTIAL RESOURCES

Office of International Education (OIE)

For general questions about study abroad, OIE Application, Atlas, Admission Application for transient students, etc. - email education.abroad@oie.gatech.edu.

To talk to the Education Abroad Advisor for transient students and Project GO students, email Ms. Linny Tran at linny.tran@oie.gatech.edu.

To schedule an advising appointment, visit the Education Abroad homepage on OIE website: **ea.oie.gatech.edu**. You do not need a GT account to sign up for an advising meeting.

Project GO

For general questions and information, email projectgo@modlangs.gatech.edu.

For questions about Project GO scholarship, email **Dr. Valeriya Chekalina** at vchekalina6@gatech.edu or **Dr. Stuart Goldberg** at stuart.goldberg@modlangs.gatech.edu.