



Office of
International Education



**Transient Students
& Special Students'**

GUIDE TO STUDY ABROAD

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

Last updated September 2024

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International Education



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ELIGIBILITY REQUIREMENTS

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 be a **U.S. citizen or a U.S. permanent resident** to participate in GT study abroad programs as a non-GT student.

NOTE: *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.*

TRANSIENT STUDENTS

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 Georgia Tech AND,
3. You are a degree-seeking student at your home university AND,
4. You have never taken classes at Georgia Tech as a degree-seeking student; never earned a degree from Georgia Tech.

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.

SPECIAL STUDENTS

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.

If neither special nor transient status seems to apply to you based on the criteria listed here, please contact OIE via e-mail at education.abroad@oie.gatech.edu to explain your situation and we can help determine if you are eligible for our programs.

PROGRAMS OPEN TO NON-GT STUDENTS

NOTES:

This list only includes Georgia Tech faculty-led study abroad programs that are open to non-GT students.

This list may change every year.

Most programs on this list are summer study abroad programs, with the exception of Barcelona Fall Program and Pacific Spring Program. Application deadlines and requirements may also vary depending on the program.

If you have any questions about a particular program, contact us at education.abroad@oie.gatech.edu.

Transient students are not eligible to participate in GT exchange programs.

To view these programs in details and explore other GT study abroad programs, visit Atlas at atlas.gatech.edu.

Georgia Tech-Europe (GTE) Programs

- Georgia Tech-Europe (Fall)
- Georgia Tech-Europe (Spring)
- Georgia Tech-Europe (Summer)

For course information and more details about any GTE program, visit the Georgia Tech-Europe website: europe.gatech.edu/en

PROGRAM NAME
AE India Summer Program
AE Limerick Summer Program
Architecture, Cities, and Infrastructure
Argentina Summer Program in International Affairs and Business
Barcelona Fall Program*
BEST Study Abroad - Lyon
China Summer Program (at Georgia Tech - Shenzhen)
Chinese LBAT (at Georgia Tech - Shenzhen)
European Union & Transatlantic Studies Study Abroad
Exploring Traditional Korea
French LBAT
German LBAT
Istanbul & Izmir Summer Study Abroad
Japanese LBAT
Korean LBAT
Leadership for Social Good, Eastern and Central Europe Study Abroad
Oxford Summer Program
Pacific Spring Program*
Russian Intensive Summer Program
Russian LBAT
Scotland Summer Program
Salud in Spain (*Global at Home Program)
Spanish LBAT - Cadiz, Spain
Spanish LBAT - Madrid, Spain

APPLICATION PROCESS

1

EXPLORE/SELECT A PROGRAM

Explore programs on Atlas (atlas.gatech.edu). Be sure to use the filter function to search for eligible programs that are open to non-GT students.

When exploring programs, review important program information - such as program dates, academic courses, costs, housing arrangements and cancellation policies - carefully before starting an application.

2

COMPLETE OIE APPLICATION

Create a non-GT student account on Atlas to start an application for desired program.

Detailed instructions are located on the next page of this guide.

3

COMPLETE ADMISSION APPLICATION

Create and complete the **Non-Degree Application** with Georgia Tech Admission Office to be admitted as a transient student.

Be sure to submit all supporting documentation to ensure a complete application. Application details on page 10.

4

RECEIVE ACCEPTANCE INTO PROGRAM AND ADMISSION TO GEORGIA TECH

You must be accepted into the desired study abroad program and be admitted to Georgia Tech as a transient student in order to participate in a GT study abroad program.

5

COMPLETE POST-DECISION REQUIREMENTS

Once accepted to the program and admitted by GT Admission Office, complete all post-decision requirements on Atlas for OIE Application to be able to participate in the program. You must also submit lawful presence verification with Admission Application to get course registration access.

OIE APPLICATION

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 will be 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.

1

Explore GT study abroad programs on **ATLAS** (atlas.gatech.edu)

- o Select the "Programs" tab on the top left or click on **Program List link**.
- o Filter programs by using the **Advanced Search** function.
- o Scroll down to the **Parameters** section and select "Yes" under the "**Program Open to Non-GT Students**" option.

2

Once you have identified a study abroad program you are interested in, go on Atlas to start an application. Click LOGIN at the top right corner to create a new non-GT student account.

- o You can also start an application by clicking on the APPLY NOW button on the program page on Atlas.

3

Complete all components of the application before the application deadline. See below for required materials or documents.

- o There is no SUBMIT button. Your application will be considered for review once you have completed all components/requirements of the application.

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 desired study abroad program.

PRE-DECISION

Signature Verification Form

Send the signed **Signature Verification Form** AND 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.



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.



DISCIPLINARY CLEARANCE FORM (PAGE 1)

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

INSTRUCTIONS FOR STUDENT: 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.

Table with 2 columns and 9 rows. Header: TO BE COMPLETED BY STUDENT APPLICANT:
Row 1: Name of GT Study Abroad Program
Row 2: Home College/University
Row 3: Student Full Name
Row 4: Student ID
Row 5: Student Email
Row 6: Phone Number
Row 7: Signature
Row 8: 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.

TO BE COMPLETED BY UNIVERSITY OFFICIAL:	
Student Name	
Name of University Official	
Title of University Official	
Phone Number & Email	
Signature	
Today’s Date	

This student has not received a judicial sanction at _____.

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

<i>Adjudication Date</i>	<i>Charges</i>	<i>Sanction & Effective Dates</i>

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

<i>Adjudication Date</i>	<i>Charges</i>	<i>Sanction & Effective Dates</i>

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

ADMISSION APPLICATION

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 admission.gatech.edu/nondegree/transient 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 pre-requisites 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 [Study Abroad Permission Form by clicking this link here](#) or print out the next page.

Lawful Presence Verification

POST-DECISION ONLY

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.

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 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)

APPLICATION CHECKLIST

OIE APPLICATION

PRE-DECISION

- Create a non-GT account on Atlas and start an application for 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 pre-departure orientation and quiz).

GT ADMISSION APPLICATION

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-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

Deadlines listed on GT Admission website are different from deadlines posted on this page. Follow the deadlines as indicated on this page.

*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.

NOTE: The following deadlines are only for OIE Application and GT Admission Application. There may be additional deadlines for specific program payments, course registration and tuition payment.

GEORGIA TECH-EUROPE PROGRAMS

Application deadlines may be extended. For up-to-date application deadlines, visit europe.gatech.edu/en and select the desired semester.

SPRING 2025 TERM

GT Admission Application opens **August 1st**
OIE Application and Admission Application due **October 11th**
All supporting documents for GT Admission Application due **October 15th**

SUMMER 2025 TERM

GT Admission Application opens **October 8th**
GT Admission Application due **February 1st**
OIE Application due **February 14th**
All supporting documents for GT Admission Application due **February 14th**

FALL 2025 TERM

GT Admission Application opens **October 8th**
OIE Application and Admission Application due **March 7th**
All supporting documents for GT Admission Application due **March 15th**

SUMMER 2025 FACULTY-LED STUDY ABROAD PROGRAMS

The following deadlines do not apply to GT Europe programs.

GT Admission Application opens **October 8th**
GT Admission Application due **February 1st**
OIE Application opens on the first day of class (Fall semester)
OIE Application and all supporting documents for GT Admission due **February 15th***

**Some programs may have an earlier or later application deadline. Check the program page on Atlas for the most up-to-date information.*



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.



POST-DECISION

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

As a non-GT student, 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

If you receive financial aid and would like to use it for your GT study abroad program, please contact the Financial Aid Office on **your home campus** about the process of applying your aid to Georgia Tech.

Students who are not degree-seeking at GT are not eligible for scholarships and financial aid through Georgia Tech.



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. **Be sure to pay tuition by the deadline or you risk being dropped from your classes and the program!**

Tuition payment and payments for program charge can all be paid on your student account through **Buzzport/OSCAR**. Please check the program page on Atlas, the program website, and your **student account on Buzzport/OSCAR** to keep track of when and how much of a payment for your program charge is due.

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





COURSE REGISTRATION

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.

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 [here](#).



**REGISTRATION
ASSISTANCE**

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"

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.

FREQUENTLY ASKED QUESTIONS



Can I withdraw from the program after getting accepted? How can I withdraw my application?

Life happens, we understand! If your plans have changed and you can no longer participate, please email us at education.abroad@oie.gatech.edu to let us know ASAP.

Keep in mind that if you withdraw from the program after completing your applications, you will not get your OIE Application program deposit and the GT Admission Application fee back, as both are non-refundable. You may be subject to program-specific cancellation policies as well, thus please be sure to review the cancellation policy carefully prior to completing your application.



Can I apply to Georgia Tech for transfer admission and participate in a GT study abroad program?

You may apply for transfer admission with Georgia Tech and participate in a GT study abroad program. Please keep in mind that participating in a GT study abroad program does not increase nor guarantee transfer admission into Georgia Tech.

if you are applying to a GT study abroad program as a transient student, you are confirming that you are currently enrolled as a student at another institution. By submitting the Non-Degree Admission Application with Georgia Tech, you agree that you will transfer credits you earn from a GT study abroad program back to your home institution.

If you have been admitted to Georgia Tech as a transfer student, you cannot participate in a GT study abroad program for your first semester at Georgia Tech.



How much do I pay? When and where do I pay?

When you complete your OIE Application to the desired study abroad program, you will need to pay for the **non-refundable deposit** on Atlas application portal. The deposit amount may vary depending on program. This is due by the application deadline when you complete your OIE Application.

For Admission Application, the \$35 **admission application fee** is collected through CollegeNET and due at the time you complete/submit your Non-Degree Admission Application on the admission applicant portal.

For details on what your **program charge** includes, review the program page on Atlas. The program page on Atlas also has information on non-billable costs, such as airfare, food, and other miscellaneous personal expenses.

The program charge, as well as tuition and other fees, will be posted on your student account on Buzzport/OSCAR. The payment deadline(s) for the program charge are given by your Program Director. Tuition deadlines are posted on GT Office of the Bursar website (bursar.gatech.edu). You may pay directly from Buzzport/OSCAR, or you may also pay by going to the Bursar's website. You will need your GTID and GT login credentials to make payments.



CONTACT US



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Email:

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Website:

ea.oie.gatech.edu



Instagram: @GTAbroad



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



Office of
International Education

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, email Ms. **Linnny Tran** at linny.tran@oie.gatech.edu.

To schedule an advising appointment, visit the Education Abroad homepage on OIE website: ea.oie.gatech.edu.

Georgia Tech - Europe

For more information on GT-Europe programs, visit europe.gatech.edu/en.

For general questions, email info@europe.gatech.edu
For students applying to GTE programs, email **Allie Snyder** at allie.crain@gtl.gatech.edu.

Office of the Bursar

For questions and inquiries related to program charge, charges and payments, tuition costs and tuition payment deadline, visit bursar.gatech.edu.



Georgia Tech.