



Office of
International Education



**Transient Students
& Special Students'**

GUIDE TO STUDY ABROAD

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

Last updated Summer 2026

CONTENTS

*This document contains hyperlinks for your reference and accessibility.
Click on each section below to quickly jump to the corresponding page.*

Eligibility Requirements	3
Application Process, Important Dates & Deadlines	4
OIE Application	5
Signature Verification Form	6
Disciplinary Clearance Form	7
GT Admissions Application	9
Study Abroad Permission Form	10
Application Checklist	11
Program Fees, Financial Aid & Scholarships	12
Course Registration	13
Frequently Asked Questions (FAQs) & Contact Information	14



Office of
International Education



Savant Building
631 Cherry St NW, Unit 211
Atlanta, GA 30332



404.894.7475



education.abroad@oie.gatech.edu





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.

APPLICATION PROCESS

Find your program on **Atlas** at atlas.gatech.edu under Program List or Programs.

Not every study abroad program at Georgia Tech is open to transient students. Programs are updated every Fall semester.

1

2

COMPLETE OIE APPLICATION

Create a **non-GT student account** on Atlas to start an application for desired program. Detailed instructions for the OIE application are located on page 5 of this guide.

COMPLETE ADMISSION APPLICATION APPLICATION

Create and complete the Non-Degree Application with Georgia Tech Admission Office to be admitted as a transient study abroad student. Send all required documentation by April 1. More instructions are on page 9.

3



QUICK TIPS

Check out the Application Checklist on page 11!

4

RECEIVE ACCEPTANCE INTO THE PROGRAM AND TO GEORGIA TECH

You will receive an email from the study abroad program or OIE for your acceptance into the program. You will also receive an email from GT Admissions for your admission to Georgia Tech as a transient study abroad student.

COMPLETE PRE-DEPARTURE REQUIREMENTS

Once accepted, complete all post-decision requirements on Atlas for OIE Application. Submit lawful presence verification with GT Admissions. Pay all program fees by payment deadline. Register for classes in May.

5

IMPORTANT DATES AND DEADLINES

The OIE application deadline for most summer study abroad programs at Georgia Tech is on **February 1** or February 15. Some programs may have an earlier or later application deadline. Check the program page on Atlas for a more accurate and updated application deadline.

For admission application and document submission deadline, visit admission.gatech.edu/nondegree/transient.

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

OIE APPLICATION

Program Deposit

The program deposit is due at the time of application submission. Program deposits are **non-refundable**. If you withdraw from the program after you have paid your deposit, you will not be entitled to a refund.

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.

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 Fees & 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 Find your desired GT study abroad program on **ATLAS** (atlas.gatech.edu)
 - Select the "Programs" tab on the top left or click on **Program List link**.
- 2 Once you have identified the study abroad program you are interested in, click **LOGIN** at the top right corner to create a new **non-GT student account**.
 - 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 by 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.

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.

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 at **your home campus** about the process of applying your financial aid to Georgia Tech study abroad. **This process is not automatic** - it is your responsibility to reach out to the financial aid office at your school.

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



Program Fees & Tuition

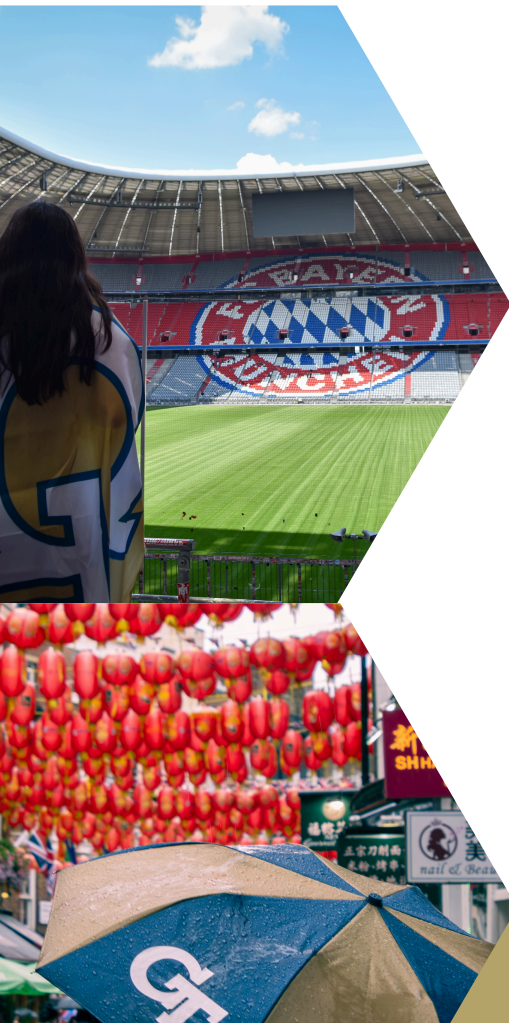
Your program may have a payment schedule for the program fees (referred to as the **program charge**). Program fees may also be split into different installments. Please check with the Program Director for more information.

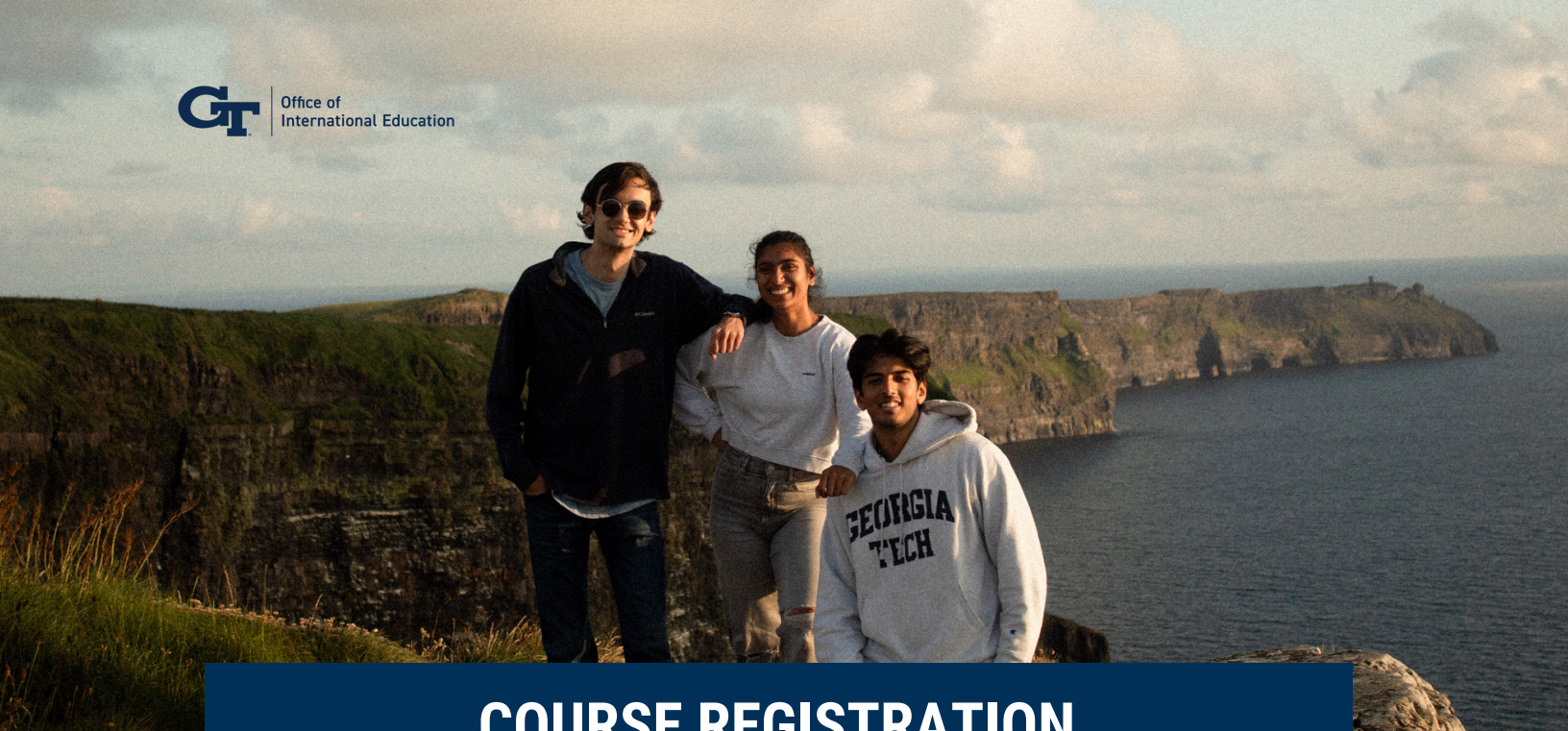
Study abroad program fees do not include tuition. Tuition is assessed based on program type, residency, and matriculation term. For more information on tuition, visit ea.oie.gatech.edu/financial-information-resources.

Tuition payment and payments for program fees can all be paid on your student account through **Buzzport**. You will have access to Buzzport after completing your admission application.

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

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 typically have access to course registration in early May.** Exact date is usually determined in April.

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 should receive an email with instructions from your Program Director regarding which courses and how many credits you need to enroll for your study abroad program. If you don't, please reach out to your Program Director and ask.

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](#).

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.



FREQUENTLY ASKED QUESTIONS (FAQs)



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

If you need to withdraw from study abroad, 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 acceptance, you may lose both the program deposit and the admission application fee.

You may also be subject to program-specific **cancellation policy** as well. Be sure to review the cancellation policy carefully prior to withdrawing.



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.

CONTACT US



Mailing Address:

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



Email:

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.



Office of
International Education