



**Office of International Education**  
Atlanta, Georgia 30332-0284 U.S.A.  
PHONE 404.894.7475  
FAX 404.894.9682  
<http://www.oie.gatech.edu>

Dear Exchange Student:

Let us be the first to congratulate you on your selection to attend the Georgia Institute of Technology (Georgia Tech) as an exchange student! Because your home university recently selected you as a participant in this exchange program, we are sending you information regarding application paperwork that you need to complete. Please read this letter carefully as there is a great deal of information to understand and many details to think about. Although your university has already selected you as a participant in this program, you must also apply and be officially admitted to Georgia Tech.

You will find details on the documents necessary for admission listed below. Please be sure to submit everything that is required or your application may be delayed. All documents requested below should be originals and certified whenever possible.

**1. Checklist for Undergraduate Exchange Student:**

- ✓ Use this checklist to make sure you are submitting everything required. Please complete this checklist and submit it with all application documents.

**2. J-1 Student Information Sheet:**

- ✓ Please write clearly and do not skip any information as it is all important to complete your immigration documents.

**3. Georgia Institute of Technology Application for Transfer Admission**

- ✓ You do NOT need to pay the \$50 application fee. Georgia Tech will pay this for you.
- ✓ Other important guidelines to help you complete the application:
  - PERSONAL section
    - # 1, Social Security Number: This number is a U.S. federal identification number. Unless you have previously lived or worked in the U.S. and obtained a SSN, you should leave this item blank.
    - # 12, Citizenship Status: Select (b) Alien, Non-immigrant and list your country of citizenship
  - PROGRAM OF STUDY section
    - #1, Campus of Study: Select "Atlanta"
    - #2, Entering Status: Select "Transient" (even if you will be here more than 1 semester).
  - RESIDENCY INFORMATION section
    - #1: Select "NO" and leave the rest of this section blank.
  - Personal Information (on Page 2 under Academic Schedule section): Please answer all of the questions, then sign and date at the bottom.

**4. Non-Degree Applicant Permission Form (except Departmental Review)**

- ✓ You must complete the first section of this form. The departmental review on Part I should be left blank. Your home university must complete Part II. Be sure that your university signs the document with an official seal or stamp.

- ✓ For "Desired Course(s) to be scheduled" in Part 1, indicate the types of courses for which you plan to register. (For example, Civil Engineering, Computer Science, Management). You do NOT have to give specific course titles/numbers.

#### **5. Official and Original Transcripts**

- ✓ You must provide two transcripts. One in your original language and one in English (or a certified translation into English)
- ✓ Provide original and official transcripts for all course work and degrees completed after high school (secondary school). Include transcripts from your current institution, even if you have not completed a degree.

#### **6. Financial Statement and Educational Experience Form**

- ✓ This form AND supporting proof of financial resources are mandatory in order to receive a DS-2019 form, which is necessary to apply for a J-1 student visa.

#### **7. Proof of Financial Resources (as requested on the form above)**

- ✓ This is typically in the form of a bank statement or official bank letter indicating an account balance.
- ✓ Must show at least the amount indicated on the Financial Statement and Educational Experience Form for the period of time you will be studying.
- ✓ If at all possible, should be in US Dollars but can be in your home currency. It must also be in English or have a certified English translation.

#### **8. TOEFL Score**

- ✓ All applicants whose native language is not English must demonstrate English proficiency prior to admission and must submit a Test of English as a Foreign Language (TOEFL) score.
- ✓ Your score must be 95 or higher on the iBT (Internet based test) or 600 or higher on the paper-based test. Scores are only valid for two years.
- ✓ You must take the TOEFL test from an ETS testing site. Institutionally administered tests will not be accepted by Georgia Tech.
- ✓ Please include a copy of your score report with your application.
- ✓ Important: Your applicant copy is not considered "official" for admission purposes. Your score must be submitted to Georgia Tech directly from the Educational Testing Service (ETS). You should request that the ETS send an official copy of your TOEFL score to Georgia Tech. The institutional code for Georgia Tech is **5248**.

#### **9. Completed Housing Request Form**

- ✓ If your complete application documents are received by the appropriate deadline, on-campus housing is available for students studying at Georgia Tech for the Academic Year or Spring Semester.
- ✓ Important: On-campus housing is not available for exchange students who intend to study at Georgia Tech for only the Fall semester. You will need to make your own arrangements for off-campus housing. OIE cannot assist in finding housing in this case; however we can forward you various resources to help in your search.
- ✓ We will forward your housing request to the Georgia Tech Department of Housing. As an exchange student you will be requesting housing later than most students and as such, the Housing Office reserves the right to determine your room assignment. We do not have any

influence on room assignments and cannot have your assignment changed. If you are unhappy with your room assignment, you should go to the Housing Office when you arrive on campus to request a room change.

- ✓ **Cost/Payments:** Once you have been officially accepted to Georgia Tech, you will need to pay a \$600 housing deposit before arriving in the US to confirm your assignment. It is difficult to determine when exactly this will need to be paid but typically this is due several weeks after you have been officially accepted to Georgia Tech. Shortly after your deposit is paid, you will receive your housing assignment and will accept your housing contract on-line. Once you have your assignment, you can review the cost on the housing website: [www.housing.gatech.edu](http://www.housing.gatech.edu). You will not have to pay the remaining balance until you arrive but please be prepared to pay your housing costs as soon as possible after you check-in as you will need to settle this balance by the end of the first week of classes.
- ✓ **Important:** You should review the accepted methods of payments at Georgia Tech by visiting the Bursar's Office webpage: [www.bursar.gatech.edu](http://www.bursar.gatech.edu). Please remember that it often takes 5 days or more to transfer funds from your home bank to the US.
- ✓ **Important:** Currently, you may use a VISA credit card to pay your housing deposit but once you arrive on campus, VISA is not accepted by the Bursar's Office for payment.

All documents listed above should be returned to the Office of International Education at the following address no later than **April 15<sup>th</sup>** for Fall Semester & Academic Year participation and **October 1<sup>st</sup>** for Spring Semester participation:

- Georgia Institute of Technology  
Office of International Education  
ATTN: INCOMING EXCHANGE ADVISOR  
631 Cherry Street  
Savant Building, Suite 211  
Atlanta, GA 30332-0284 USA

Please note that the Office of International Education does not have any involvement in the admissions' acceptance process; instead, we review your application documents with our basic knowledge of what is required and then forward your application to the Admissions Office. Once your application is submitted, we do not have any control over the length of time it takes to process your application. Typically, it takes around 4 weeks for our office to receive a formal decision.

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### After We Receive Your Documents

When we receive your application materials and they are complete, we will forward it to the Undergraduate Admissions Office for final review. Once you are admitted to Georgia Tech, we will then send you various documents to prepare for your arrival to Georgia Tech. You will also receive a DS-2019 form, which is an important immigration document you will use to get your visa and then present at the port of entry when you arrive in the United States. You should wait until you have your DS-2019 form before making an appointment with a U.S. Embassy or Consulate in your home country to obtain a J-1 student visa. Any questions pertaining to the issuance of a J-1 visa should be directed to the individual embassy or consulate. The Office of International Education and Georgia Tech do not have any influence on the visa decisions at the Embassy or Consulate; however, if you are denied your J-1 visa, notify us right away and we will do what we can to assist you.

You can locate the nearest United States Embassy or Consulate by visiting the following website: <http://usembassy.state.gov>.

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## Academic Calendar, Courses & Registration

The academic calendar and course catalog is available on OSCAR, which is the student computer access system at Georgia Tech. The website can be found at: <https://oscar.gatech.edu>. Information on courses that will be offered at Georgia Tech during your semester(s) of study is available at least 60 days before the semester is scheduled to begin, although they are often available much earlier.

- ✓ **Important:** Remember to view courses that are offered in the semester(s) in which you will be studying. All courses offered at Georgia Tech will appear in the course catalog but some may not be offered every semester.

Since you will be a transient exchange student, you will be registering during "Late Registration". This period usually begins a couple of days *before* classes begin and ends a couple of days *after* classes begin. The exact dates of registration periods are included in the academic calendar that is enclosed and those dates are also available on-line. Often, the registration process can be quite hectic as you may need to visit with a professor or academic advisor before the system will allow you to register for certain classes.

As transient students you will not be able to register immediately when late registration begins, rather you will only be allowed to register a few days after late registration begins, generally just before the start of classes. We cannot register or reserve courses for exchange students in advance, so you should review course offerings on-line and discuss possible courses with your academic advisor on your home campus. We suggest that you choose more courses than you could possibly take during your stay at Georgia Tech so that if some classes are full or are changed you will still have enough options to register for a full-time load, which is 12 credit hours. You should also contact your academic department at Georgia Tech if you have questions about specific course offerings, pre-requisites, or requirements. We will send you the contact information for your academic advisor but you may also find this information by going to your department's website.

- ✓ Keep in mind that some courses may require pre-requisites, in which case you will need to obtain permission from the professor or academic advisor to enroll once you arrive. Generally, you can do this by showing them a copy of your transcript to prove that you've had the required courses.
- ✓ Some courses might appear full, however it may still be possible to register for that course. Again, you would need to consult with the academic department to obtain an "Overload Permit" which would allow you to register for the course.

Most exchange students take four classes per semester, which is typically 12 credit hours. The regulations of the U.S. Customs and Immigration Service (USCIS) require that you register for at least 12 credit hours each semester in order to maintain your J-1 status.

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## Orientations

While not required, we strongly recommend that undergraduate exchange students attend Georgia Tech's FASET Orientation. This is the orientation program for all new students, including U.S. and international students. FASET stands for *Familiarization and Adaptation to the Surroundings and Environs of Tech*. You will have opportunities to become better acquainted with the academic environment at Tech, the support services available, the rich traditions and the campus itself. In addition, you'll meet other new Tech students, campus student leaders, faculty, and administrators. FASET is held on several dates but exchange students must attend the FASET for Transfer Students which is generally held the week prior to the start of classes. Information on exact dates, schedule, cost, and registration instructions is available on-line at: [www.faset.gatech.edu](http://www.faset.gatech.edu).

A new international student orientation takes place the week before classes begin at Georgia Tech and is hosted by the Office of International Education. This is separate from FASET but is required of all new international students. You will receive more information on this mandatory orientation when you arrive.

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## Payments

Please note that Georgia Tech has limited options for payments. Since you may need to make payments for housing or other personal charges, you should review the Bursar's website prior to arriving on campus to review how you can pay. Most notably, VISA credit cards are not accepted for payment once you arrive on campus. There is also an additional fee charged for paying by other credit cards, such as MasterCard or American Express. The Bursar's Office recommends paying via wire transfer or Web Check. You can find information on payments at the Bursar's website: [www.bursar.gatech.edu](http://www.bursar.gatech.edu)

- ✓ **Important:** You will need to pay the balance of your student account – usually housing and/or FASET costs – by the fee deadline or you may be cancelled by the Bursar's Office.
- ✓ Please remember that it can often take 5 to 7 days for money transfers to appear in your account in the US so you need to take this into account. Your payment must be posted by the deadline.

You will be told the exact cost for housing once you accept your housing contract but you can log onto the housing website and access "costs" at anytime. You should review the costs for the Apartment style housing as this is what is primarily available to you. Housing which is less expensive is reserved for incoming first-year Freshmen Experience students, but it is also more basic.

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## Recommended Arrival Schedule

At the very latest, you must arrive before the start of the semester. We do not have a mandatory arrival date for exchange students, however we do have a recommended arrival schedule which we feel will provide you with the best opportunity to prepare for your semester once you arrive.

1. Check-in to your housing early (in time to attend FASET for Transfer Students.)
  - ✓ There is a per-night charge for early check-in but checking-in early gives you an opportunity to get settled so you can focus earlier on academics and getting to know Georgia Tech. The cost is minimal compared to the cost you would pay at a hotel.
  - ✓ For more information on the earliest date you can arrive, please see the housing website.
2. Attend the FASET Orientation for Transfer Students:
  - ✓ There is an additional fee involved if attending FASET. Past exchange students have found FASET to be very helpful in their acclimation to Georgia Tech.
  - ✓ Also, you will get your Student ID card, email address and be introduced to many campus organizations and departments during FASET.
3. Attend the mandatory Immigration session, sponsored by the Office of International Education, before classes begin. This orientation will allow you to learn about the J-1 immigration status, meet with other new international students, and learn about valuable campus resources. More detailed information will be included in the new international student welcome materials that will be sent with your DS-2019.

While there are some extra costs associated with arriving early, we have found that students greatly appreciate FASET and the extra time in their housing prior to the start of classes. If you choose not to attend FASET and arrive closer to the start of the classes, you should plan to arrive with at least enough time to meet with your academic advisor in your department to register.

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### Questions?

If you have any additional questions or require further information about Georgia Tech, the City of Atlanta or general information regarding J-1 status, please refer first to the following websites:

- ✓ Georgia Tech: [www.gatech.edu](http://www.gatech.edu)
- ✓ Atlanta, Georgia: [www.atlanta.net](http://www.atlanta.net)
- ✓ OIE: [www.oie.gatech.edu](http://www.oie.gatech.edu)

If you have any additional questions or concerns, please also feel free to contact us:

- ✓ Telephone: (404) 894-7475
- ✓ Fax: (404) 894-9682
- ✓ E-mail: [gtexchange@oie.gatech.edu](mailto:gtexchange@oie.gatech.edu)

If we are not able to help you directly, then we will forward your message to someone who can assist you or send you information on how to contact the office best able to assist you.

We look forward to welcoming you to Atlanta at the beginning of your program.

Sincerely,

Bryan Shealer and Liz Bryan  
International Student Advisors  
Office of International Education

End. Checklist for Undergraduate Exchange Applicants  
J-1 Student Information Sheet  
Application for Undergraduate Admission  
Non-Degree Applicant Permission Form  
Financial Statement Form  
Housing Request Form  
Academic Calendar



**CHECKLIST FOR UNDERGRADUATE EXCHANGE  
STUDENTS APPLYING FOR ADMISSION TO  
GEORGIA TECH FOR ONE OR TWO SEMESTERS  
(UNDERGRADUATE BILATERAL EXCHANGE STUDENT)**

Your name (Surname, First Name): \_\_\_\_\_

Home institution: \_\_\_\_\_

Academic Department at Georgia Tech: \_\_\_\_\_

Semester(s) at Georgia Tech: \_\_\_\_\_

\_\_\_\_\_ J-1 Student Information Sheet

\_\_\_\_\_ Application for Undergraduate Admission

\_\_\_\_\_ Non-Degree Applicant Permission Form (Leave Departmental Review section blank)

\_\_\_\_\_ **Official and original** transcripts *in original language* for all university-level study.  
Transcripts must indicate all courses taken after high school and the grades you earned.

\_\_\_\_\_ **Official and original** transcripts *translated into English* for all university-level study.  
Transcripts must indicate all courses taken after high school and the grades you earned.

\_\_\_\_\_ Financial Statement Form

\_\_\_\_\_ Proof of financial resources (in English) totaling at least US \$7,100 per semester

\_\_\_\_\_ TOEFL score to be sent directly to Georgia Tech from Educational Testing Service (ETS)  
(Please also attach a copy of your score report to the application packet.)

\_\_\_\_\_ Housing request form if you would like on-campus housing

**\*\* Please note that on-campus housing is not available for exchange students who will be studying at Georgia Tech for only the fall semester except for a limited number of spaces in the International House which requires a separate application.**

Please send this checklist and all required documents by the deadline to the following address:

- Georgia Institute of Technology  
Office of International Education  
ATTN: Incoming Exchange Advisor  
631 Cherry Street  
Savant Building, Suite 211  
Atlanta, GA 30332-0284  
USA

**Application Deadlines:**

**Fall Semester & Academic Year: April 15**  
**Spring Semester: October 1**

## J-1 Student Information Sheet

✓ Please complete the following information.

✓ It will be used to issue your DS-2019 form, which you will use to apply for your J-1 visa and to enter the US.

1. Full Name – AS IT APPEARS ON YOUR PASSPORT – (surname, first name, middle name)

\_\_\_\_\_

2. Date of Birth – Please indicate in US Date Format: Month / Day / Year

\_\_\_\_\_

3. Gender: Male  Female

4. Your City and Country of Birth \_\_\_\_\_

5. Your Country of Citizenship \_\_\_\_\_

6. Your Country of Legal Permanent Residence: \_\_\_\_\_

7. If you have previously entered the US as a J-1 in the past, list the exact dates and what type of J status.

\_\_\_\_\_

8. Will you be coming with any dependents? Yes  No   
If yes, please provide all of the above information for each dependent.

9. Academic Department at Georgia Tech: \_\_\_\_\_

10. How long will you remain at Georgia Tech as an exchange student?

Fall semester ONLY

Spring semester ONLY

Fall and Spring semesters

11. Your Permanent Address (to be used to mail your DS-2019 and other documents).

✓ This cannot be a PO Box. ✓ PLEASE WRITE LEGIBLY.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Your Permanent Phone Number: +( ) \_\_\_\_\_

13. Your Email Address: \_\_\_\_\_



**GEORGIA INSTITUTE OF TECHNOLOGY APPLICATION FOR TRANSFER ADMISSION**  
**CLEARLY TYPE OR PRINT WITH INK • A NONREFUNDABLE \$50 APPLICATION FEE IS REQUIRED**

If you have previously been enrolled at Georgia Tech, this is not the correct application. You need to apply for "re-admission" through the Registrar's Office.

**PERSONAL**

FOR OFFICE USE ONLY - GT ID#

1. Social Security Number \_\_\_\_\_

2. Full Legal Name \_\_\_\_\_  
 Last (Surname or family name) \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
 Preferred First Name \_\_\_\_\_  
 Birth Name, if Different \_\_\_\_\_  
 Maiden Name \_\_\_\_\_

3. Permanent Mailing Address:  
 Street \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ ZIP Code \_\_\_\_\_  
 Country (if not USA) \_\_\_\_\_

4. Present Mailing Address (if different from Permanent):  
 Street \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ ZIP Code \_\_\_\_\_  
 Country (if not USA) \_\_\_\_\_  
 Last date of residence at this address: \_\_\_\_\_

5. Telephone Numbers  
 Home \_\_\_\_\_ (Area Code) \_\_\_\_\_  
 Daytime (if different) \_\_\_\_\_ (Area Code) \_\_\_\_\_

6. E-mail Address \_\_\_\_\_

7. Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Month Day Year

8. Birth Place \_\_\_\_\_  
 City, State, Country

9. Gender  Female  Male

10. Religious Preference (Optional) \_\_\_\_\_

11. Ethnicity and Race (Optional - Check all that apply)  Asian  
 American Indian or Alaska Native  Hispanic or Latino/Latina  
 Black or African American  White  
 Native Hawaiian or Other Pacific Islander  Multiracial  
 (If you are accepted and enroll, this information will be required by federal/state agencies to evaluate civil rights compliance.)

12. Citizenship Status  
 (a) U.S. Citizen  (c) Alien, Permanent Resident of United States  
 (b) Alien, Non-immigrant  
 If (b) or (c) above, your country of citizenship: \_\_\_\_\_  
 If (c), attach or mail a copy of the front and back of your Alien Residence Card or Visa and list your Alien Registration Number or current Visa type: \_\_\_\_\_

13. Relatives Who Attend/Have Attended Tech Place applicable letter in the space next to each relative:  
 Mother ( )  Sister ( ) G = Graduated A = Attended  
 Father ( )  Brother ( ) S = Student (current)  
 Grandparent ( )

**PROGRAM OF STUDY**

1. Campus of Study:  Atlanta  Savannah  Either

2. Entering Status:  
 Transfer  
 Transient (one term only/non-degree)  
 Special (non-degree)  
 Second Undergraduate Degree

3. Partner Program (if applicable)  
 Please check one and list the name of institution below:  
 Dual Degree  
 GTREP (GT Regional Engineering Program)  
 RETP (Regents' Engineering Transfer Program)  
 Other  
 Partner Institution: \_\_\_\_\_  
 Name of Partner Institution: \_\_\_\_\_

4. Requested Enrollment Date (Please check only one)  
 Summer Semester 2009  
 Fall Semester 2009  
 Spring Semester 2010  
 Other \_\_\_\_\_  
 If you are applying for a term other than those listed above, it may be necessary for you to complete some elements of an updated application.

5. Requested Field of Study - Required (Check only one major)

<p><b>COLLEGE OF ARCHITECTURE</b></p> <input type="checkbox"/> Architecture <input type="checkbox"/> Building Construction <input type="checkbox"/> Industrial Design	<p><b>COLLEGE OF ENGINEERING</b></p> <input type="checkbox"/> Aerospace Engineering <input type="checkbox"/> Biomedical Engineering <input type="checkbox"/> Chemical & Biomolecular Engineering <input type="checkbox"/> Civil Engineering* <input type="checkbox"/> Computer Engineering* <input type="checkbox"/> Electrical Engineering* <input type="checkbox"/> Environmental Engineering <input type="checkbox"/> Industrial Engineering <input type="checkbox"/> Materials Science & Engineering <input type="checkbox"/> Mechanical Engineering* <input type="checkbox"/> Nuclear & Radiological Engineering <input type="checkbox"/> Polymer, Textile, & Fiber Engineering	<p><b>COLLEGE OF MANAGEMENT</b></p> <input type="checkbox"/> Management	<p><b>COLLEGE OF COMPUTING</b></p> <input type="checkbox"/> Computer Science
<p><b>IVAN ALLEN COLLEGE OF LIBERAL ARTS</b></p> <input type="checkbox"/> Economics <input type="checkbox"/> Economics & International Affairs <input type="checkbox"/> Global Economics & Modern Languages <input type="checkbox"/> History, Technology, & Society <input type="checkbox"/> International Affairs <input type="checkbox"/> International Affairs & Modern Languages <input type="checkbox"/> Public Policy <input type="checkbox"/> Science, Technology, & Culture	<p><b>COLLEGE OF SCIENCES</b></p> <input type="checkbox"/> Biochemistry <input type="checkbox"/> Biology <input type="checkbox"/> Chemistry <input type="checkbox"/> Earth & Atmospheric Sciences <input type="checkbox"/> Applied Mathematics <input type="checkbox"/> Discrete Mathematics <input type="checkbox"/> Applied Physics <input type="checkbox"/> Physics <input type="checkbox"/> Psychology	<p><b>COLLEGE OF LIBERAL ARTS &amp; COLLEGE OF COMPUTING</b></p> <input type="checkbox"/> Computational Media	

\*Note: The following majors are offered at the Atlanta and Savannah campuses: Civil Engineering, Computer Engineering, Electrical Engineering, and Mechanical Engineering.

**PRIOR SCHOOLING**

1. Have you previously applied for admission to Georgia Tech?  Yes  No  If yes, which term and year? \_\_\_\_\_

2. Name of High School \_\_\_\_\_ City/State \_\_\_\_\_ Date of High School Graduation \_\_\_\_\_

3. Beginning with your first college, list in chronological order all educational institutions you have attended or are attending. (Attach a separate sheet if necessary.)

Name of Institution	City & State	Dates Attended	Graduation Date (Month / Year)	Degree/Diploma

Information about institutions previously attended and official transcripts are required. Failure to comply will disqualify the applicant.

4. If currently enrolled in a college or postsecondary institution, when will your last term there end?  
 Qtr./Sem. / Month / Year \_\_\_\_\_ Name of institution \_\_\_\_\_

5. List all employment for the past two years:

Employer	Location (City / State)	From (Month / Year)	To (Month / Year)

**RESIDENCY INFORMATION**

- Do you claim to be a legal resident of Georgia for fee payment purposes?  Yes  No  
If no, skip question 2. If yes, the prospective student should answer the following questions or indicate "not applicable" (N/A).  
If yes, which Georgia county? \_\_\_\_\_
- (a) How long have you continuously resided in Georgia? \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Years Months Month Day Year Month Day Year  
(b) Have you or your parents filed a Georgia Income Tax return as a resident of Georgia?  Yes  No If yes, last year filed: \_\_\_\_\_  
(c) Check either (1), (2), or (3):  
 (1) I am under 18 years of age.  
 (2) I am 18 years of age or over and have resided with my parent(s) during the preceding 12 months and/or was counted as a federal tax dependent during the preceding tax year.  
 (3) I am 18 years or over, have not resided with my parent(s) during the preceding 12 months and was not counted as a federal tax dependent during the preceding tax year.  
(d) Are you registered to vote in the state of Georgia?  Yes  No  
(e) Do you pay property tax in the state of Georgia?  Yes  No  
(f) Is your automobile registered in the state of Georgia?  Yes  No  
(g) Do you hold a driver's license issued by the state of Georgia?  Yes  No
- Student's service in the Armed Forces: (a) Branch served \_\_\_\_\_ (b) Dates served: \_\_\_\_\_ to \_\_\_\_\_  
Month Day Year Month Day Year  
(c) Home of Record (state from which you entered the military) \_\_\_\_\_

Please mail, in one envelope if possible, a completed application, official college transcript(s), and nonrefundable \$50 application fee made payable to Georgia Tech, by the appropriate deadline. Mail the envelope to: Georgia Institute of Technology, Office of Undergraduate Admission, Atlanta, Georgia 30332-0320, regardless of campus preference.

**PARENTAL INFORMATION (Fill out completely)**

- Father's or  Guardian's full name: \_\_\_\_\_  
(a) Is parent/guardian living?  Yes  No If no, go on to 2.  
(b) If legal guardian, when appointed by court? \_\_\_\_\_  
(c) Present address of father or legal guardian:  
Street \_\_\_\_\_  
City, State, Country, ZIP \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
(d) Employer of father or legal guardian:  
Company Name \_\_\_\_\_  
Street \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_  
Month Day Year Month Day Year  
Title/Occupation \_\_\_\_\_  
(e) Continuous residence in Georgia from \_\_\_\_\_ to \_\_\_\_\_  
Month Day Year Month Day Year  
(f) If parent/guardian is U.S. military, home of record \_\_\_\_\_  
(g) If parent/guardian is a Georgia Tech graduate: year \_\_\_\_\_ degree \_\_\_\_\_
- Mother's or  Guardian's full name: \_\_\_\_\_  
(a) Is parent/guardian living?  Yes  No If no, go on to "Academic Schedule."  
(b) If legal guardian, when appointed by court? \_\_\_\_\_  
(c) Present address of mother or legal guardian:  
Street \_\_\_\_\_  
City, State, Country, ZIP \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
(d) Employer of mother or legal guardian:  
Company Name \_\_\_\_\_  
Street \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_  
Month Day Year Month Day Year  
Title/Occupation \_\_\_\_\_  
(e) Continuous residence in Georgia from \_\_\_\_\_ to \_\_\_\_\_  
Month Day Year Month Day Year  
(f) If parent/guardian is U.S. military, home of record \_\_\_\_\_  
(g) If parent/guardian is a Georgia Tech graduate: year \_\_\_\_\_ degree \_\_\_\_\_

**ACADEMIC SCHEDULE**

Mandatory. Failure to complete will result in processing delays.  
List courses (by name and number) you are currently taking or plan to take prior to enrolling at Georgia Tech.

Fall Semester/Fall Quarter	Spring Semester/Winter Quarter	Summer Semester/Spring Quarter

**PERSONAL INFORMATION (This section must be completed or your application will not be processed.)**

The Georgia Institute of Technology is committed to maintaining a safe environment for all members of our community. All applicants must answer these questions. Your application will not be processed without these responses. An affirmative answer to any of these questions does not automatically bar admission to the institution, but does require review. You are required to provide an explanation for each instance you answer Yes. The statement will be used in the review process.

- Have you ever been convicted of a crime other than a minor traffic violation?  Yes  No If yes, attach explanation.
  - Are there any criminal charges currently pending against you?  Yes  No If yes, attach explanation.
  - Have you entered a plea of guilty, of no contest, of nolo contendere, an Alford plea to a criminal charge, or a plea under a first-offender act?  Yes  No If yes, attach explanation.
  - Do you currently have disciplinary or academic misconduct charges pending against you from a high school, college, or university?  Yes  No If yes, attach explanation.
  - Have you ever been disciplined, suspended, or expelled for conduct code violations from a high school or a postsecondary educational institution?  Yes  No If yes, attach explanation.
- I grant permission for Georgia Tech to release information about my application/academic record to my high school for educational and research purposes.  Yes  No

I certify that the information provided on this application is true to the best of my knowledge, and I understand that any omission or misrepresentation of facts or failure to furnish information to the Office of Undergraduate Admission will automatically invalidate consideration of this application and/or acceptance to the Institute. I further understand that upon enrollment, I am expected to become familiar with and abide by the Academic Honor Code and the Student Rules and Regulations as set forth in the Georgia Tech General Catalog.

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Social Security Number \_\_\_\_\_

## NON-DEGREE APPLICANT PERMISSION FORM – Part I

*NOTE: This form must accompany a transfer application and application fee.*

**All applicants must complete the following:**

Name: \_\_\_\_\_ SSN or GTID (if known): \_\_\_\_\_

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

**1. Term and Courses applying for:**

Desired Term of Enrollment (Semester and Year): \_\_\_\_\_

Desired Course(s) to be scheduled (Specific Course Number): \_\_\_\_\_

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

\_\_\_\_\_  
(Signature) \_\_\_\_\_ (Date)

**2. Departmental Review:**

All students must contact the appropriate department(s) at Georgia Tech and have the following information completed. **Departmental approval does not guarantee admission.**

Name of Department: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_  
(Name/Title) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

Name of Department: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_  
(Name/Title) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

## Guidelines for Non-Degree Applicants

### POLICY

**Admission to Georgia Tech as a non-degree seeking student does not guarantee that a student will be able to successfully enroll in any course.** If admitted, both Special and Transient students are classified as non-degree seeking and are not normally eligible to continue studies at Georgia Tech with the intent of obtaining a degree from the Institute. Admitted non-degree students are eligible for the approved semester only and admission does not imply or guarantee future enrollment at Georgia Tech. The registration period for admitted non-degree seeking students follows the registration of all degree-seeking students and is normally within a few days of the start of the term.

- A **Special** student is one who is not currently enrolled/pursuing a degree at another institution and who desires to enroll at Georgia Tech for one or more terms to take certain advanced coursework for personal or professional growth. If admitted, the student may not be enrolled for the purpose of utilizing coursework to obtain a degree at Georgia Tech. A student who has already received a bachelor's degree from another institution may enroll as a Special student with no limitation on the number of hours that may be completed. **A student who has not yet completed a bachelor's degree elsewhere may only enroll as a Special student for a maximum of 12 semester hours.**
- A **Transient** student is one who desires to enroll at Georgia Tech in order to take certain applicable advanced coursework which will transfer back to the home institution. The student should be planning to return to the home institution to complete coursework for a degree. A transient student must have permission to take classes at Georgia Tech as authorized by the Registrar at the home institution.

**International students** (those who are neither US Citizens nor US Permanent Residents) are allowed to apply for non-degree seeking status **ONLY** if they are participants in an approved study abroad/foreign exchange program via the Georgia Tech Office of International Education. Proof of US Permanent Resident status is required at the time of application.

### COURSE RESTRICTIONS

**Special and transient students are ineligible to schedule core curriculum courses offered at Georgia Tech.** These include courses such as freshman and sophomore level calculus, chemistry, physics, humanities, and social sciences, which are reserved for degree seeking students only.

**Space is normally unavailable in courses taught by major schools which are overcrowded,** such as Architecture, Biomedical Engineering, Chemical Engineering, Computer Engineering, Electrical Engineering, Mechanical Engineering, and Computer Science.

**All prospective courses must be approved by the individual departments before applying with the approval being shown on the Departmental Review section of this form (Part I).** *Departmental approval does not guarantee admission.* Any requested course is subject to availability and Special/Transient students are given last priority for registration. Registration for any course not approved by proper Georgia Tech officials is strictly prohibited. *Enrollment in unauthorized courses will result in an automatic course withdrawal by the Institute.*

### APPLICATION PROCEDURE

**Special Students:** Complete Part I of this form. Submit along with transfer application, application fee, and official transcripts from all institutions ever attended.

**Transient Students:** Complete Parts I & II of this form. Submit along with transfer application, application fee, and official transcripts from all institutions ever attended. Part II of this document may be submitted separately by the registrar of the home institution, if necessary.

***Policies regulating Special and Transient Admission are subject to change without notice.***

## NON-DEGREE APPLICANT PERMISSION FORM – Part II

**Transient Applicants must complete the following:**

Name: \_\_\_\_\_ SSN or GTID (if known): \_\_\_\_\_

Desired Term and Course(s) to be taken at Georgia Tech: \_\_\_\_\_  
\_\_\_\_\_

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

The student named above has applied for admission to the Georgia Institute of Technology as a non-degree seeking Transient student. In accordance with University System of Georgia Board of Regents policy and Institute policy, the following information is required to determine eligibility for admission.

This student is currently in good standing with our institution, has not been dropped or dismissed for any reason, and is eligible to return to the institution. If admitted, this student has permission to register at the Georgia Institute of Technology as a non-degree seeking Transient student.

\_\_\_\_\_  
(Name of Institution)

\_\_\_\_\_  
(Signature & Seal of Registrar)

\_\_\_\_\_  
(Date)



## Financial Statement for Incoming Bilateral Exchange Students

Name: \_\_\_\_\_ (Please Underline Family Name)

*This form AND a supporting bank statement are mandatory in order to receive a DS-2019, which is necessary to apply for a J-1 student visa.*

NOTE: THERE IS NO FINANCIAL AID AVAILABLE TO INTERNATIONAL STUDENTS.

### ESTIMATED COSTS OF ATTENDANCE for Fall/Spring 2009-2010

These are the current estimates. The actual costs may be greater due to inflation and other increases in costs.

	One Semester ONLY	Fall <u>AND</u> Spring Semester
Housing	\$3200	\$6400
Food	\$1500	\$3000
Living Expenses	\$1450	\$2900
Books and Supplies	\$550	\$1100
Health Insurance	\$400	\$800
Tuition and Fees	(covered by Office of Intl Ed)	(covered by Office of Intl Ed)
 	<hr/>	<hr/>
<b>TOTAL</b>	<b>\$7,100</b>	<b>\$14,200</b>

**1. Source of Applicant Financial Support (Choose ONE):**

I will be sponsored by another individual. Please have sponsor complete section below and submit original bank statement showing available funds of at least \$7,100 per semester of study.

I will be self-supporting. Please complete form below and submit original bank statement showing available funds of at least \$7,100 per semester of study.

I will be sponsored by my government. Please submit official documentation verifying government support for at least \$7,100 per semester of study.

I, \_\_\_\_\_ (Name of Applicant or Sponsor if applicant is not self-supporting), certify that I have read and fully understand the above. I further certify that I have financial resources to cover all expenses of the student, while in the United States. **An original bank statement as described above is attached to this form.** I understand that the inclusion of any false information concerning financial support will be considered grounds for the student's dismissal from the Georgia Institute of Technology.

Signature of Applicant/Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Total Amount Available in USD for the First Year: \$ \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address of Bank \_\_\_\_\_

**\*Note:** Financial Information provided must be accurate and dated no earlier than 6 months prior to the date of enrollment. A DS-2019 will NOT be issued without both the completed form AND proper bank statement. (Faxed copies are unacceptable.)

**INTERNATIONAL EXCHANGE APPLICANT FINANCIAL STATEMENT FORM**

**2. Source of Funds (Must Match Attached Financial Documents):**

Name of Financial Institution \_\_\_\_\_

Address of Institution \_\_\_\_\_

Name of Institution Official \_\_\_\_\_

Type of Account \_\_\_\_\_

**Total Amount Available in USD for the First Year:**        \$ \_\_\_\_\_

**3. Affidavit of Support:**

- I certify that I have read and fully understand the above.
- I further certify that I have financial resources to cover all expenses of the student, while in the United States.
- I understand that the failure to include any information, including the official financial documents, will hinder processing of the student's application.
- I understand that the inclusion of any false information concerning financial support will be considered grounds for the student's dismissal from the Georgia Institute of Technology.
- **A certified bank statement or letter as described above is attached to this form.**

\_\_\_\_\_  
(Name of Applicant or Sponsor)

\_\_\_\_\_  
(Relationship to Applicant)

\_\_\_\_\_  
(Signature of above)

\_\_\_\_\_  
(Date)

**4. Name & Address to which DS-2019 should be sent:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: A DS-2019 can not be issued without receipt of proper financial documents along with this completed form.

**5. Applicant Declaration of Accuracy:**

I certify that the information given on this form is complete and accurate to the best of my knowledge. I am fully aware that any false or misleading information will result in the cancellation of my application or denial of my potential admission.

\_\_\_\_\_  
(Name of Applicant)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

GTID of Applicant (if known): \_\_\_\_\_

**Georgia Institute of Technology  
HOUSING REQUEST**

If your completed application documents are received by the appropriate deadline, on-campus housing is temporarily reserved for exchange students studying at Georgia Tech for the Academic Year or Spring Semester. Once admitted, the student will need to submit a deposit and an official online application to the housing office. **\*\* PLEASE NOTE: Housing is not available for fall semester only.\*\***

\_\_\_\_\_  
Name (LAST) (First) (Middle)

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City, State, Zip Code, Country

\_\_\_\_\_  
Home Phone Number

Semester Applying for Housing: FALL and SPRING \_\_\_\_\_ or SPRING \_\_\_\_\_  
(Indicate the year(s) in space provided)

GENDER \_\_\_\_\_ AGE \_\_\_\_\_

Building Preference(s): (See [www.housing.gatech.edu](http://www.housing.gatech.edu) for building information and rates)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

For more information about the rules and regulations of on-campus housing, please see [www.housing.gatech.edu/policies](http://www.housing.gatech.edu/policies).

Signature \_\_\_\_\_ Date \_\_\_\_\_



## GEORGIA INSTITUTE OF TECHNOLOGY HOUSING INFORMATION

Please refer to [www.housing.gatech.edu](http://www.housing.gatech.edu) for further information regarding important dates, availability of room types, programs, and rent.

In order for your residential application to be processed:

1. You must be accepted to the Georgia Institute of Technology
2. After you receive official acceptance notification, submit \$600 prepayment on-line at: <http://oscar.gatech.edu>  
Login with your gtID and PIN (initially your birthday in MMDDYY format)  
Choose "Campus Services," then choose "Campus Deposits"  
Select the term you are applying for and follow the directions on the site.
3. An online application must be completed in full once the \$600 prepayment has been made.
4. After receipt of the prepayment and online application, a confirmation letter will be sent with information pertinent to the semester for which you applied.

Cancellation of Application:

A written cancellation must be received by the Department of Housing.

For Housing contracts beginning in Fall Semester:

- Cancellations received through March 31, the student shall receive a refund of \$370.00.
- Cancellations received April 1 through April 30, the student shall receive a refund of \$220.00.
- Cancellations received May 1 through June 30, the student shall receive a refund of \$70.00.
- Cancellations received July 1 through July 31, the student will **not** receive a refund.
- Cancellations received after July 31, the student will be billed an additional \$400.00 if the student is registered and attends classes at Georgia Tech.

For Housing contracts beginning in Spring Semester:

- Cancellations received on or before November 15, the student shall receive a refund of \$220.00. After November 15, the student will **not** receive a refund.

### Special Assignment Needs

If you require special arrangements for medical reasons you must self-identify as having a disability with the ADAPTS Office: Contact by phone (404) 894-2564 or by emailing [adapt@vpss.gatech.edu](mailto:adapt@vpss.gatech.edu).

## TENTATIVE 2009-10 SCHOOL CALENDAR

EVENT	FALL 2009	SPRING 2010
First day of classes	AUG 17	JAN 11
Registration for new students and continuing students (Phase II)	AUG 12-21	JAN 5-15
Last day to pay registration fees to Bursar's Office by 4:00 PM	AUG 21	JAN 15
Last day to register or make schedule changes	AUG 21	JAN 15
Last day to withdraw from individual course(s) with a grade of "W"	OCT 9	MAR 5
	SEP 7	
Breaks, holidays, and/or recess during term	Fall Break TBA NOV 26-27	JAN 19 MAR 16-20
Registration for next term for continuing students (Phase I)	OCT 28- NOV 10	Fall Only: APR 14-27
Last day of classes	DEC 4	MAY 7
Final Exams	DEC 7-11	MAY 7-14
Commencement	DEC 12	MAY 15

## Important Information about Registering for Courses -- Undergraduates --

You will register for courses by accessing the OSCAR web access system during Phase II Registration, which is the week before classes begin. Each student receives a "time ticket," which is a date and time at which you can begin registering for courses online. As exchange students, it is necessary for you to check-in with the Office of International Education before you are able to register for classes. More information regarding the registration process will be provided with your acceptance materials.

It is important to note that the Office of International Education is not empowered to help you select classes and will not be able to assist you in registering for classes that have been closed. You must work with your department-based academic advisors for assistance with academic matters and course registration. If you would like to contact your academic advisor in advance, you can do so by visiting the website: <http://www.advising.gatech.edu>

We strongly advise that you carefully select a large number of classes BEFORE LEAVING YOUR COUNTRY so that you have enough classes to choose from upon registering at Georgia Tech. If you have selected a large number of classes that are approved by your home university, then you have alternatives in the event that a course is full. It will also be easier for you to register for at least 12 credits during the registration period.

For information on courses offered during your semester(s) of study, please visit: <https://oscar.gatech.edu> and look at the Schedule of Classes link.