APPLICATION INSTRUCTIONS
for students interested in:

✈ Semester Exchange Programs with Overseas Partner Universities

✈ Combined Study/Work Abroad Programs with Overseas Partner Universities

✈ Summer Exchange Programs with Overseas Partner Universities

> *NOTE:* This application packet is **NOT** intended for students interested in Faculty-Led Summer Programs (FLSA), Georgia Tech Lorraine, or the Pacific Program. Instructions for these programs can be found at **www.oie.gatech.edu/apply**

INTRODUCTION

This packet has been prepared by OIE to guide interested students through the study abroad application process for the aforementioned programs (henceforth referred to as "GT Exchange Programs"). Many of the most common questions posed by students are answered in detail within this document. The information contained herein should be carefully reviewed **before** beginning an application.

PACKET CONTENTS

CONTACT INFORMATION

If you have questions about the application process or the information contained within this packet, please contact:

Office of International Education
631 Cherry Street
Savant Building, Suite 211
Atlanta, GA 30332-0284
Voice: 404-894-7475
Fax: 404-894-9682
E-mail: **study.abroad@gatech.edu**
Web: **www.oie.gatech.edu/sa**

ELIGIBILITY

In order to participate in a GT Exchange 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 a **full-time Georgia Tech degree-seeking** student to apply for any GT Exchange Program.

- ✓ You must have a cumulative **3.0 GPA** or higher and be in Good Academic Standing.

- ✓ You must be in **good standing** with the Office of Student Affairs and Housing. Your eligibility is based on your disciplinary record.

- ✓ You must be **at least 18 years of age** and have **completed at least 2 semesters** of college-level study at the time of departure from the U.S.

- ✓ **Non-U.S. Citizens** may not participate in a GT exchange program in their **home country** (see FAQ on Page 4).

GENERAL REQUIREMENTS

Throughout the application, nomination, and acceptance process, students are expected to:

- ✓ **Check your e-mail regularly** for updates from OIE and from the institution abroad.

- ✓ **Make all payments, complete and return all forms, fulfill all prerequisites, and follow all instructions and policies** communicated by your Study Abroad Advisor and outlined in OIE and program-specific printed or electronic materials.

Additionally, the following steps are **required** once you are **nominated** to your program of choice.

1) **COMPLETE ONLINE PRE-DEPARTURE ORIENTATION**

    The orientation information will be provided to students via email **once nominated**. Do **NOT** complete the PART ONE Meeting for Group FLSA programs.

2) **ATTEND A 15-MINUTE FOLLOW-UP MEETING WITH STUDY ABROAD ADVISOR**

    After completing the Pre-Departure Orientation, GT Students should schedule a 15-minute follow-up meeting with the appropriate Study Abroad Advisor for their program.

3) **ATTEND ONE (1) INTERCULTURAL COMMUNICATION ORIENTATION**

    Orientation Session dates are listed on **Page 7**. Please attend the session that you indicate on the RSVP form.

APPLICATION PROCESS

1) APPLY ONLINE TO OIE

Complete the **Study Abroad Online Application Form** at *www.oie.gatech.edu/apply*

2) OFFICIAL TRANSCRIPT(S)

OIE cannot accept "unofficial transcripts".

Graduate or undergraduate GT students should submit official GT transcript(s). For more information on requesting transcripts, please visit: *www.registrar.gatech.edu*.

Undergraduates who transferred to GT and have attended GT for *two semesters or fewer* should also attach an official transcript from their previous institution**.**

3) RSVP (for Mandatory Intercultural Communication Orientation)

The RSVP form can be found on **Page 7** of this document.

4) DEPOSIT

This **non-refundable** deposit (amount specified on **Pages 5-6**) is due **at the time of application** and will be credited towards your tuition for this program.

The deposit must be submitted online to the GT Bursar through the GT online payment system located at: *www.oie.gatech.edu/apply*

NOTE: PROGRAM DEPOSITS ARE NON-REFUNDABLE**.** This means that if *for any reason* you drop out of the program, you are not entitled to have your deposit returned.

5) ACADEMIC RECOMMENDATION LETTER(S)

See chart on **Pages 5-6** to determine if the program for which you are applying requires recommendation letters from your GT professors. If so, you may have these letters sent to you to submit with your application or have them mailed directly to the Office of International Education (OIE), GT Mail Code 0284.

6) FOREIGN LANGUAGE REPORT

If you plan to enroll in regular courses (ECE, MGT, INTA, IE…) offered in a language other than English, you must complete the attached Language Report on **Pages 9-10** and submit it to OIE with your application materials.

Your application will not be reviewed until all items are received by OIE. Hand-deliver or mail application materials to the OIE:

Georgia Tech Office of International Education
Savant Building, Suite 211, Atlanta, GA, 30332-0284.

Georgia Tech

FREQUENTLY ASKED QUESTIONS (FAQ)

Where do I submit my completed application and supporting materials?

Submit the online application and then deliver supporting materials either in-person or by mail to OIE. No faxed or e-mailed applications will be accepted.

How long will it take to find out if I have been accepted into a program?

Approximately **3 weeks** after the **program deadline,** you will be mailed a nomination or denial letter informing you of the next steps that you will need to take. Late applications will be reviewed on a time available, space available basis.

What about GT's "36 - Hour Rule"? Does this mean that I cannot study abroad during my final 36 credit hours?

Since credits earned on GT exchange programs **are** considered GT credit hours in residence, you **can** go abroad on a GT Exchange Program during your final 36 credit hours at GT. However, if you are planning to graduate after your semester or year abroad, you should consider that transcripts may not arrive from overseas in time for you to graduate. You may have to delay graduation for a semester based on the arrival of transcripts.

What happens if I cannot attend one of the scheduled OIE Orientation sessions?

Attendance is **mandatory**. If you fail to attend orientation before your program, you will **not** be allowed to participate. If an extenuating circumstance keeps you from participating, contact your Study Abroad Advisor immediately.

Can I submit a printed copy of my transcript from OSCAR?

No, we MUST have an **official copy**. Please visit *www.registrar.gatech.edu* for instructions on requesting transcripts.

What happens after I turn in my application?

After OIE receives your completed online application and supporting documents, we will review your application. OIE checks your disciplinary record with the Office of the Dean of Students and discusses your application with the partner university. If both OIE and the partner university feel you are a suitable candidate, a letter of nomination will be prepared and mailed to the local address provided on your online application. The letter will have materials attached that explain the next steps, including information on the partner university's application process.

You will **not be officially accepted** to a program until you receive a letter of acceptance from the host university. If you are denied from a program, you will receive a letter from OIE detailing the reasons for your denial. You will have the opportunity to discuss alternative options with a Study Abroad advisor.

I am an international student. Are there additional steps I need to take?

Non-U.S. Citizens are welcome to apply to participate in an exchange outside of their home country. This rule applies to all who do not have a U.S. passport, including U.S. Permanent Residents. International students should schedule an appointment with an International Student Advisor regarding their status while participating in any GT program abroad.

What if I have more questions?

Many of your general questions about financial aid, registration, insurance, etc. will be covered in the online **Pre-Departure Orientation** and the **15-minute follow-up meeting**. If you have questions about these issues before orientation, please consult information provided on the OIE website.

Additionally, OIE Study Abroad Advisors are available to help you with study abroad matters during regular office hours (8:30am – 4:30pm, Monday – Friday, excluding GT holidays). You will need to schedule an appointment with your Exchange Study Abroad Advisor for academic and other program-specific information during these hours. To schedule an appointment, please call the front desk at 404-894-7475.

APPLICATION DEADLINES AND MISCELLANEOUS REQUIREMENTS

COUNTRY	HOST INSTITUTION	AC YEAR DEADLINE	FALL DEADLINE	SPRING DEADLINE	SUMMER DEADLINE	DEPOSIT AMOUNT	REC LETTER?
Argentina	ITBA	Feb 15	Feb 15	Sept 1	n/a	$500	No
Argentina	UCA	Feb 15	Feb 15	Oct 1	n/a	$500	1
Australia	Queensland	Feb 1	Feb 1	Sept 1	n/a	$500	No
Australia	UNSW	Feb 15	Feb 15	Sept 1	Feb 15	$500	No
Austria	TU Vienna	Feb 1	n/a	Sept 1	n/a	$500	1
Brazil	FGV-EAESP	Feb 15	Feb 15	Sept 1	Feb 15	$500	No
Canada	Laval	Feb 15	Feb 15	Sept 1	Feb 15	$500	No
Chile	PUC	Feb 15	Feb 15	Oct 1	n/a	$500	No
Chile	UdeC	Feb 15	Feb 15	Oct 1	n/a	$500	No
China	CUHK	Feb 15	Feb 15	Sept 1	n/a	$500	No
China	HKUST	Feb 15	Feb 15	Sept 1	n/a	$500	No
China	HKPU	Feb 15	n/a	Sept 1	n/a	$500	No
China	Hunan	Feb 15	n/a	Oct 1	n/a	$500	2
China	Renmin	Feb 15	n/a	Oct 1	n/a	$500	1
China	SJTU	Feb 15	n/a	Oct 1	n/a	$500	1
China	Tongji	Feb 15	n/a	Sep 1	n/a	$500	No
China	Tsinghua	Feb 15	n/a	Oct 1	n/a	$500	No
Denmark	Aarhus	Feb 15	n/a	Oct 1	n/a	$500	No
Denmark	Copenhagen	Feb 15	Feb 15	Sept 1	n/a	$500	No
Denmark	DTU	Feb 1	n/a	Sept 1	n/a	$500	1
Egypt	AUC (Cairo)	Feb 15	Feb 15	Sept 1	n/a	$500	2
England	Leeds	Feb 15	n/a	Oct 1	n/a	$500	No
England	LSE	Feb 1	n/a	n/a	n/a	$500	2
England	Sheffield	Feb 15	n/a	Sept 1	n/a	$500	1
England	Sussex	Feb 15	Feb 15	Sept 1	n/a	$500	1
England	UCL	Feb 15	Feb 15	Sept 1	n/a	$500	2
Finland	Aalto	Feb 1	Feb 1	Sept 1	n/a	$500	1
France	École Polytechnique	Feb 15	n/a	Feb 15	n/a	$500	2
France	ENSEA	Feb 15	n/a	Sept 1	n/a	$500	No
France	Grenoble	Feb 15	Feb 15	Oct 1	n/a	$500	No
France	INP Grenoble	Feb 1	n/a	Sept 1	n/a	$500	1
France	INP Lorraine	Feb 1	n/a	Sept 1	n/a	$500	1
France	INSA Lyon	Feb 1	n/a	Sept 1	n/a	$500	1
France	ISAE	Feb 15	n/a	Sept 1	n/a	$500	No
France	Lyon	Feb 15	Feb 15	Sept 1	Feb 15	$500	No
France	Paris Dauphine	Feb 15	n/a	Sept 1	n/a	$500	No
France	Sciences-Po	Feb 15	Feb 15	Oct 1	n/a	$500	No
France	UTC-Compiegne	Feb 15	n/a	Oct 1	n/a	$500	No
France	UTT	Feb 1	n/a	Sept 1	n/a	$500	1
Germany	BTU	n/a	n/a	Oct 1	n/a	$500	No
Germany	Duisburg	Feb 15	n/a	Oct 1	Feb 15	$500	No

NOTE: If the deadline falls on a weekend or holiday, you may turn in your application on the following business day.

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COUNTRY	HOST INSTITUTION	AC YEAR DEADLINE	FALL DEADLINE	SPRING DEADLINE	SUMMER DEADLINE	DEPOSIT AMOUNT	REC LETTER?
Germany	Erlangen-Nurem	Feb 1	n/a	Sept 1	n/a	$500	1
Germany	Konstanz	Feb 15	n/a	Oct 1	n/a	$500	No
Germany	LMU	Feb 15	n/a	Oct 1	n/a	$500	No
Germany	RWTH Aachen	Feb 15	n/a	Apr 1	Dec 1	$500	1 for Summer
Germany	Stuttgart	Feb 15	n/a	Oct 1	n/a	$500	No
Germany	TU Munich	Feb 15	n/a	Oct 1	n/a	$500	No
Hungary	BSM	Feb 15	Feb 15	Oct 1	n/a	$500	2
India	Manipal	Feb 1	Feb 1	Sept 1	n/a	$500	1
Ireland	Limerick	Feb 15	Feb 15	Sept 1	n/a	$500	No
Ireland	UC Dublin	Feb 15	Feb 15	Sept 1	n/a	$500	No
Italy	Bocconi	Feb 15	Feb 15	Sept 1	n/a	$500	No
Italy	Pol di Milano	Feb 15	n/a	Oct 1	n/a	$500	No
Japan	Fukuoka	Feb 15	n/a	n/a	n/a	$500	No
Japan	Ritsumeikan APU	Feb 15	n/a	Sept 1	n/a	$500	No
Japan	Tohoku	Jan 25	n/a	n/a	n/a	$500	1
Japan	Tokyo Tech	Jan 20	n/a	April 1	n/a	$500	1
Japan	Waseda	Jan 20	n/a	n/a	n/a	$500	2- Contact OIE
Korea, South	KAIST	Feb 15	Feb 15	Sept 1	Feb 15	$500	No
Korea, South	KUBS	Feb 15	Feb 15	Oct 1	n/a	$500	1
Korea, South	SKKU	Feb 15	Feb 15	Sept 1	n/a	$500	No
Korea, South	SNU	Feb 15	Feb 15	Sept 1	n/a	$500	2
Korea, South	Ulsan	Feb 15	Feb 15	Oct 1	n/a	$500	No
Korea, South	Yonsei	Feb 15	Feb 15	Oct 1	n/a	$500	1
Mexico	Monterrey Tec	Feb 15	Feb 15	Oct 1	Feb 15	$500	No
Mexico	UNAM	Feb 15	Feb 15	Sept 1	n/a	$500	2
Netherlands	Delft	Feb 15	n/a	Sept 1	n/a	$500	No
Netherlands	Eindhoven	Feb 15	n/a	Sept 1	n/a	$500	No
New Zealand	VUW	Feb 15	Feb 15	Sept 1	n/a	$500	No
Russia	ANE	Feb 15	Feb 15	Oct 1	n/a	$500	No
Russia	BMSTU	Feb 15	n/a	Oct 1	n/a	$500	No
Scotland	Strathclyde	Feb 15	n/a	Sept 1	n/a	$500	1
Singapore	NTU	Feb 15	Feb 15	Sept 1	n/a	$500	No
Singapore	NUS	Feb 15	Feb 15	Sept 1	n/a	$500	No
Singapore	SMU	Feb 15	Feb 15	Sept 1	n/a	$500	No
Spain	CLM	Feb 15	Feb 15	Sept 1	n/a	Contact OIE	No
Spain	UGR	Feb 15	n/a	Sept 1	n/a	$500	No
Spain	UPM	Feb 1	n/a	Sept 1	n/a	$500	1
Spain	UPV	Feb 15	n/a	Sept 1	n/a	$500	No
Sweden	Blekinge	Feb 15	Feb 15	Sept 1	n/a	$500	No
Sweden	Chalmers	Feb 15	Feb 15	Sept 1	n/a	$500	No
Sweden	KTH	Feb 1	Feb 1	Sept 1	n/a	$500	1
Sweden	Lund	Feb 15	Feb 15	Sept 1	n/a	$500	No
Switzerland	ETH Zurich	Feb 15	n/a	May 1	n/a	$500	No
Switzerland	EPFL	Feb 15	n/a	Oct 1	n/a	$500	No
Turkey	Bilkent	Feb 15	Feb 15	Oct 1	n/a	$500	1
Turkey	Bogazici	Feb 15	Feb 15	Sep 1	n/a	$500	1
UAE	AUD (Dubai)	Feb 15	Feb 15	Oct 1	n/a	$500	No

NOTE: If the deadline falls on a weekend or holiday, you may turn in your application on the following business day.

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RSVP FOR MANDATORY INTERCULTURAL COMMUNICATION ORIENTATION

Nominated students are required to attend **ONE (1)** session.

INTERCULTURAL COMMUNICATION ORIENTATION
(Dinner will be served!)

Thursday, November 3, 2011, 5:00 – 8:00pm
Piedmont Room, Student Center
-OR-
Monday, November 7, 2001, 5:00-8:00pm
Klaus Advanced Computing Building, 1116 East Seminar Room

Please mark your calendar NOW for this mandatory meeting!

---(Cut here)--

RSVP
Please separate the bottom portion and submit to OIE with your other application materials. Keep the top portion for your records.

Printed Name: _____
GT ID: _____

Program to which you're applying: _____

I will attend the following session *(check one only):*

_____ Intercultural Communication Orientation on **Thursday, November 3, 2011**
_____ Intercultural Communication Orientation on **Monday, November 7, 2011**

-OR-

_____ I am applying for a **summer** exchange program and am excused from this meeting.

I understand that I am **required** to complete the online **Pre-Departure Orientation** and attend a **15-minute follow-up meeting** with my Study Abroad Advisor in addition to the above **Intercultural Communication Orientation**.

Signature: _____

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FOREIGN LANGUAGE REPORT

Instructions to the student:

1. Complete the first part of this form.

2. Ask your most recent GT language professor to complete the second part of this form. *If you have not yet enrolled in a foreign language course at GT, please have the instructor from your previous institution complete this form.*

   If you have not taken any foreign language courses, please complete the placement test through Modern Languages and submit your results to OIE:
   http://www.modlangs.gatech.edu/student_resources/registration/placement_test.php

3. Submit completed form to the Office of International Education, Savant Building, Suite 211.

Part I: To be completed by student

Student's Name
GT ID
Language being evaluated
Country of planned study/work

1. Number of years language was studied in high school

2. Did you take an Advanced Placement exam for this language in high school?
   If so, what was your AP score?

3. Courses in this language *already* completed or currently in progress at GT:

Language course number	Language course title	Grade earned (or "n/a" if course is in progress)

4. List language courses you plan to take prior to departure for study or work abroad.

Language course number	Language course title

5. Describe any intensive language study you plan to undertake before starting your classes abroad or your work assignment (number of weeks, where study will take place, number of hours of instruction, if known)

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Part II: To be completed by GT Professor/Instructor

Please comment on the applicant's present language ability in relation to the project in each of the following categories:

ORAL COMPREHENSION:
- ☐ None
- ☐ Limited to slow, uncomplicated sentences
- ☐ Understands simple conversation
- ☐ Understands conversation on simple academic topics
- ☐ Understands sophisticated discussion of academic topics

SPEAKING ABILITY:
- ☐ None
- ☐ Can only frame structurally simple, short utterances
- ☐ Uses basic grammatical structure, speaking in limited vocabulary
- ☐ Uses structural patterns, but not with consistent accuracy. Adequate to handle conversational subjects
- ☐ Has control over structural patterns; can handle a wide range of conversational situations

READING ABILITY:
- ☐ None
- ☐ Limited to simple vocabulary and sentence structure
- ☐ Understands conventional topics and non-technical subjects
- ☐ Understands materials whose content contains idioms and specialized terminology
- ☐ Understands sophisticated materials including field of proposed study literature

WRITING ABILITY:
- ☐ None
- ☐ Writes simple sentences on conventional topics, with some errors in spelling and structure
- ☐ Writes on academic topics with few errors in structure and spelling
- ☐ Writes with idiomatic ease of expression and feeling for the style of the language

Please mark the appropriate box to indicate your general assessment of this applicant's ability in the foreign language:

- ☐ Student's present language competence adequate to carry out the proposed study or work.
- ☐ Upon successful completion of the additional language courses and/or intensive language the student intends to complete prior to going abroad, as outlined in part 1 of this form, student should be able to manage adequately.
- ☐ Student will require considerable training *in addition to the planned coursework and study outlined in part 1 of this form* before necessary competence can be attained to carry out the proposed study or work.

Professor's Name _____   Title _____

Professor's E-mail _____   Tel _____

Professor's Signature _____   Date _____

Student's Name _____