

# Georgia Institute of Technology

## Study Abroad Eligibility Requirement Appeal Form

### **When to use this form:**

GT students who do not meet the general GT eligibility requirements to apply for or participate in a GT (faculty-led) Summer, Pacific, GTL, or ARCH Senior Year in Paris program and who would like to appeal one of these requirements must apply to participate in a study abroad program through the normal procedures, and also complete this form and supply the information it requests.

You must ensure that your entire Study Abroad Application is completed. You should submit your online application form electronically, and then bring your official supporting documents to OIE with your Appeal Form, please go to [www.oie.gatech.edu/apply](http://www.oie.gatech.edu/apply) for detailed instructions.

Appeals will not be considered if there is not adequate time for processing (completed appeal documents must be received at least 3 business days prior to departure). If there is not adequate time for processing, then the requirement in question cannot be appealed.

### **Documentation to submit in support of this request:**

- 1) You are required to submit a written statement explaining the reasons for which you believe that you should not be required to adhere to a particular GT eligibility.
- 2) It is recommended, but not required, that you submit letters of support or other supporting documents from faculty or staff who can comment on your preparedness for study abroad.
- 3) If you are a new student or a transfer student at GT and do not have a long academic history at GT, you may wish to submit a transcript from a previous institution, if this is available (college level only; high school transcript not necessary).

### **Where to submit this form:**

Please mail or bring this form and all supporting documentation to:  
Office of International Education  
Georgia Institute of Technology  
631 Cherry Street  
Savant Building, Suite 211  
Atlanta, GA 30332-0284

### **Timeline:**

Students are advised to submit this form as soon as possible. The appeal process can take from three days to a few weeks, depending on the availability of the faculty and staff with whom the Office of International Education needs to consult. There may not be sufficient time to consider some appeals because of program schedules.

### **Appeal consideration:**

Submitting this form does not guarantee you will be allowed to participate; rather, consideration of your appeal may include:

- Providing documents related to the appeal to the appropriate Study Abroad Program Director and/or Program Coordinator
- OIE and program review of documentation submitted by student
- OIE and program review of student's academic record

- OIE and Program Director and/or Coordinator discussion of student's request
- Contacting professors who are currently teaching a course in which the student is enrolled, or who have recently had the student in a class
- Contacting the Academic Advisor or appropriate faculty member overseeing the student's degree program (including but not limited to an Undergraduate Coordinator or the Director of the Graduate Program)
- Contacting staff in the Division of Student Affairs and the Registrar's Office
- Contacting the originators of documents provided in support of the appeal request

**Parental contact:**

Students who are appealing a study abroad GT eligibility requirement or program specific requirement sometimes engage a parent or legal guardian to participate in the process. If you are over 18 years of age, privacy laws prevent Georgia Tech from talking to your parent or legal guardian without your written permission. If you give Georgia Tech permission to talk to your parent or legal guardian about this appeal, indicate the name(s) of the person(s) with whom we may discuss your appeal:

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**Notification of decision:**

In the interest of being expeditious, you may first be notified by phone. You will be notified in writing by e-mail, fax, or postal service of the decision.

Decisions made by the Office of International Education may be appealed to the Study Abroad Committee, a subcommittee of the Institute Graduate and Undergraduate Curriculum Committees. If your appeal to the Office of International Education is denied, you will be provided with information on how to contact the Study Abroad Committee.

I consent to the release of confidential information related to my appeal. This information is being released only to evaluate my appeal of study abroad eligibility requirements and will only be released to GT faculty and staff contributing to or otherwise involved in the appeal process.

\_\_\_\_\_  
Student Name, Printed

\_\_\_\_\_  
Student I.D.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Program Departure Date: \_\_\_\_\_