



# GEORGIA TECH EXCHANGE & STUDY/WORK ABROAD PROGRAMS *HOW TO APPLY*

## Is this the right packet?

This is the correct packet if you fall into any one of the following categories:

1. You are applying for a semester exchange or study/work abroad for fall and/or spring with an overseas partner institution (NOT the Pacific Program and GTL programs)
2. You are applying for a summer exchange program with an overseas partner institution (UNSW, Monterrey Tec, Yonsei, etc...)

**THIS INFORMATION IS NOT FOR STUDENTS APPLYING FOR GTL, THE PACIFIC PROGRAM, OR FOR A SUMMER FACULTY-LED STUDY ABROAD PROGRAM.** Instructions on applying for these programs can be found at <http://www.oie.gatech.edu/apply>.

**Please note:** The term "GT Exchange Program" will be used throughout this packet. This information also applies to students participating in Study/Work Abroad and Summer Exchange Programs, unless otherwise noted.

## Are you eligible?

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, which are as follows:

- A) You must be a Georgia Tech, full-time, degree-seeking student to apply for any GT Exchange Program.
- B) You must have a minimum of a 3.0 GPA as of the end of the semester before you apply.
- C) You must be in good standing with the Office of Student Affairs, which determines your eligibility based on your disciplinary record. If you have a pending charge of non-academic or academic misconduct, you may complete an appeal form to have your application reviewed by OIE to determine your eligibility.
- D) 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.
- E) You must complete the online Pre-Departure Orientation (link provided via email after nomination for program), and attend a 15 minute follow-up meeting with your Study Abroad Advisor. (Instructions will be supplied after you are nominated by OIE, do **NOT** complete the PART ONE Meeting for group programs.)
- F) You must attend ONE Intercultural Communication Orientation conducted by the Office of International Education (OIE). (Summer exchange program applicants are excused from this orientation.)
- G) You must have a valid, working e-mail account. You will be responsible for checking your e-mail regularly for updates from the OIE and from the institution abroad. You are responsible for all information sent over e-mail.
- H) You must 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.

**If you have any questions about this application packet, please contact the Office of International Education:**

**Phone: 404-894-7475**

**Fax: 404-894-9682**

**E-mail: [study.abroad@gatech.edu](mailto:study.abroad@gatech.edu)**



# APPLICATION FAQ

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Where do I submit my completed application and supporting materials?

Submit the online application and then submit supporting materials either in person or by mail to the OIE, located in the Savant Building, Suite 211. 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 GT 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, or if you have class, contact the Exchange Study Abroad Advisor immediately.

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

**No**, we **MUST** have an official copy. Please go to [www.registrar.gatech.edu](http://www.registrar.gatech.edu) for instructions on requesting transcripts.

What happens after I turn in my application?

After OIE receives your completed online application plus supporting documents, we will review your application. OIE checks your disciplinary record with the Office of the Dean of Students. OIE contacts the partner university to ask if there is adequate space to accommodate you. When OIE receives a reply from the foreign university, a letter of nomination or denial will be prepared and mailed to the address provided on the online application. The letter will have materials attached that explain the next steps, including information on the overseas university's application materials. *You will not be officially accepted to a program until you receive a letter of acceptance from the host university.*

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

International students should schedule an appointment with an International Student Advisor regarding their status while participating in any GT program abroad.

## For other general inquiries:

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 read through all of the information on the OIE website: [www.oie.gatech.edu/sa](http://www.oie.gatech.edu/sa).

Additionally, the OIE is available to advise you about 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.



# APPLICATION CHECKLIST

- 1) **Submit the online application.** After reading these instructions, go to [www.oie.gatech.edu/apply](http://www.oie.gatech.edu/apply) to complete the online application for GT Exchange Programs.
- 2) **Submit additional items to OIE.** After submitting the online portion, you must complete your application by submitting the items listed below to OIE either in person or by mail. ***Your application will not be reviewed until ALL items are received by OIE.*** Faxed or electronic copies are not acceptable.

**ITEM ONE - Official Transcript**

Please attach an official transcript(s).

\*If you are a **graduate or undergraduate GT student**, you should submit your official GT transcript. Students can request an official transcript to be mailed or picked up by using the web page used for registration: [www.oscar.gatech.edu](http://www.oscar.gatech.edu).

\*If you are an **undergraduate who transferred to GT** and have attended GT for 2 or fewer semesters, you should also attach an official transcript from your previous institution.

**ITEM TWO – RSVP for Mandatory Intercultural Communication Orientation** (See page 5 of this packet.)  
You must submit this form with your application to be considered for a program abroad.

**ITEM THREE – Deposit Receipt**

*This deposit (see chart on page 4 for deposit amount), due at the time of application, will be credited toward your tuition for this program.* If you decide not to participate for ANY REASON, the OIE will NOT refund the deposit. If you are experiencing any financial hardship, please contact your Exchange Study Abroad Advisor to discuss an alternate payment plan.

The deposit must be submitted online to the GT Bursar through the GT online payment system located at:

[https://epay.gatech.edu/C20793\\_ustores/web/store\\_main.jsp?STOREID=44](https://epay.gatech.edu/C20793_ustores/web/store_main.jsp?STOREID=44)

Click on → GT Exchange Programs [1]

Once you have paid your deposit online, please print out the confirmation/receipt page and submit it to OIE. Your application cannot be processed if you do not provide a deposit receipt at the time of application.

**ITEM FOUR – Academic Recommendation Letters**

See chart on page 4 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 to the Office of International Education (OIE), GT Mail Code 0284.

**ITEM FIVE - Approval Signatures**

Students participating in the International Plan degree designation must obtain approval signatures from particular GT faculty and/or staff, this document may be submitted separately (see pages 6 & 7 of this packet for further details).

**ITEM SIX – Foreign Language Report** (See pages 10 & 11 of this packet.)

**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 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 your supplemental application materials to the Georgia Tech Office of International Education (OIE),**

**DEADLINES, DEPOSITS, & ACADEMIC REC LETTERS**

\* If the deadline falls on a Saturday or Sunday, you may turn in your application on the following Monday.

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	Contact OIE
Argentina	UCA	Feb 15	Feb 15	Oct 1	n/a	\$500	1
Australia	UNSW	Feb 15	Feb 15	Sept 1	Feb 15	\$500 F, SP \$150 SM	no
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	1
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	Renmin	Feb 15	n/a	Oct 1	n/a	\$500	1
China	SJTU	Feb 15	n/a	Oct 1	n/a	\$500	1
China	Tsinghua	Feb 15	n/a	Oct 1	n/a	\$500	no
Denmark	Aarhus	Feb 15	Feb 15	Oct 1	Feb 15	\$500	no
Denmark	CBS	Feb 15	Feb 15	Oct 1	n/a	\$500	no
Egypt	AUC	Jan 1	Jan 1	April 1	n/a	\$500	Contact OIE
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
France	E.M. Lyon	Feb 15	Feb 15	Sept 1	Feb 15	\$500	no
France	E.S.C. Grenoble	Feb 15	Feb 15	Oct 1	n/a	\$500	no
France	Paris Dauphine	Feb 15	n/a	Sept 1	n/a	\$500	no
France	Sciences-Po	Feb 15	n/a	Oct 1	n/a	\$500	no
France	UTC-Compiegne	Feb 15	n/a	Oct 1	n/a	\$500	no
Germany	BTU	n/a	n/a	Oct 1	n/a	\$500	no
Germany	Duisburg	Feb 15	n/a	Oct 1	Feb 15	\$500	no
Germany	Leipzig	Feb 15	Feb 15	Sept 1	n/a	\$500	no
Germany	LMU	Feb 15	n/a	Oct 1	n/a	\$500	no
Germany	Stuttgart	Feb 15	n/a	Oct 1	n/a	\$500	no
Germany	T.U.Munich	Feb 15	n/a	Oct 1	n/a	\$500	no
Germany	WHU Koblenz	Feb 15	Feb 15	Sept 1	Feb 15	\$500	no
Ireland	Limerick	Feb 15	Feb 15	Oct 1	n/a	\$500	no
Ireland	UC Dublin	Feb 15	Feb 15	Sept 1	n/a	\$500	2
Italy	Bocconi	Feb 15	n/a	Sept 1	n/a	\$500	no
Japan	Fukuoka	Feb 15	n/a	n/a	n/a	\$500	no
Japan	Rikkyo	Feb 15	n/a	Oct 1	n/a	\$500	1
Japan	Ritsumeikan APU	Feb 15	n/a	Sept 1	n/a	\$500	no
Japan	Tokyo Tech	Jan 25	n/a	April 1	n/a	\$500	1
Japan	Waseda	Feb 1	n/a	n/a	n/a	\$500	2

Programs continued on next page.

## DEADLINES, DEPOSITS, & ACADEMIC REC LETTERS

\* If the deadline falls on a Saturday or Sunday, you may turn in your application on the following Monday.

COUNTRY	HOST INSTITUTION	AC YEAR DEADLINE	FALL DEADLINE	SPRING DEADLINE	SUMMER DEADLINE	DEPOSIT AMOUNT	REC LETTER?
Korea, South	KAIST	Feb 15	Feb 15	Oct 1	n/a	\$500	no
Korea, South	KUBS	Feb 15	Feb 15	Oct 1	n/a	\$500	1
Korea, South	Sogang	Feb 1	Feb 1	Sept 1	n/a	\$500	1
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	Feb 15	\$500	1 for Fall/ Spring/AY
Mexico	CIDE	Feb 15	Feb 15	Sept 1	n/a	\$500	1
Mexico	Monterrey Tec	Feb 15	Feb 15	Oct 1	Feb 15	\$500	no
Netherlands	TU Delft	Feb 15	n/a	Sept 1	n/a	\$500	no
Netherlands	Eindhoven	Feb 15	n/a	Oct 1	n/a	\$500	no
New Zealand	VUW	Feb 15	Feb 15	Sept 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	EADA	Feb 15	Feb 15	Oct 1	n/a	\$500	2
Spain	FUNDESEM	Feb 15	Feb 15	Sept 1	n/a	\$500	no
Spain	UPV	Feb 15	n/a	Sept 1	n/a	\$500	2
Sweden	BTH Blekinge	Feb 15	Feb 15	Sept 1	n/a	\$500	no
Sweden	Chalmers	Feb 15	Feb 15	Oct 1	n/a	\$500	no
Sweden	Lund	Feb 15	Feb 15	Sept 1	n/a	\$500	no
Switzerland	ETH Zurich	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	Oct 1	n/a	\$500	1



# RSVP for Mandatory Orientations for Exchange

All students who plan to participate in a GT exchange program must complete two orientation requirements:

- 1) ONLINE Pre-Departure Orientation and 15 minute follow-up meeting with Study Abroad Advisor. Orientation link and instructions will be provided via email after nomination for program, do **NOT** complete the PART ONE Meeting for group programs.
- 2) Intercultural Communication Orientation (Summer exchange program applicants are excused from this meeting.)

Below are the dates and times for the upcoming mandatory sessions. You are required to attend ONE of the three. **You should return this RSVP with your study abroad application to OIE.**

\*\*\*\*\*

## **INTERCULTURAL COMMUNICATION ORIENTATION**

**(Dinner will be served!!)**

**Tuesday, October 27, 2009, 5:00 – 8:00pm**  
**Klaus Advanced Computing Building, 1116 East Seminar Room**  
**-OR-**

**Monday, November 2, 2009, 5:00 – 8:00pm**  
**Klaus Advanced Computing Building, 1116 East Seminar Room**  
**-OR-**

**Thursday, November 5, 2009, 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 cut the bottom portion and submit to the 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 Tuesday, October 27<sup>th</sup>
- Intercultural Communication Orientation on Monday, November 2<sup>nd</sup>
- Intercultural Communication Orientation on Thursday, November 5<sup>th</sup>

**-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 orientation and attend a 15 minute follow-up meeting with my Study Abroad Advisor, and to attend one of the above sessions.

Signature: \_\_\_\_\_

**APPROVAL SIGNATURES  
INTERNATIONAL PLAN (IP) PARTICIPANTS**

**For Study Abroad only or Study Abroad + Internship Applicants**  
This form is **ONLY** for use by GT students already accepted into the IP.

Student's Name: \_\_\_\_\_

GT ID: \_\_\_\_\_

Major: \_\_\_\_\_

Current GPA: \_\_\_\_\_  
(GPA must be a 2.7, or higher, for program to count for IP)

Program Applied for: \_\_\_\_\_

Program Dates: \_\_\_\_\_  
(please be specific if possible and include "bridge," if applicable)

The International Plan requires that you spend 26 weeks studying, working, and/or researching abroad. If the program to which you are now applying is not at least 26 weeks, explain below in which country and with which program you plan to complete the remaining required weeks. Bear in mind that IP participants must complete the 26 wk requirement within two terms abroad, that no more than one GT summer program may be applied toward this requirement, and that the programs must demonstrate cultural, linguistic, and/or intellectual coherence. See the IP website at [www.internationalplan.gatech.edu](http://www.internationalplan.gatech.edu) for details on coherence.

\* Note: Providing the information below regarding your second term abroad does not imply approval of the overall plan. Providing this information and obtaining the required signatures ensures that you are advised on the merits of the plan. A second "Approval Signatures" form must be completed at the time of application to the second program.

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

\*\*\*\*\*

All IP participants must develop proficiency in a non-English language. The International Plan provides two tracks for meeting this requirement: 1] Foreign Language Track (FLT) and 2] English Language Track (ELT).

The FLT is intended for those students completing the 26 wk international experience in countries where the official language of discourse and study, nationally, is something other than English (i.e. France, China, Japan, Brazil, Argentina, etc.). FLT students fulfill the requirement by taking the ACTFL proficiency exam (usually after the international experience is complete) and scoring at the minimum level outlined on the IP website. No coursework is required when choosing this track but one should expect to possess a high level of proficiency. For advice about the exam, see Dr. Bettina Cothran in the School of Modern Languages.

The ELT is intended for those students completing the 26 wk international experience in countries where the official language of discourse and study is English, nationally. (i.e. Australia, England, New Zealand, etc. Also includes Hong Kong and Singapore). The language requirement is met upon completion of a 2002 course in the chosen foreign language with a grade of B, or better, or demonstrated equivalence of said completion. Please choose one track below.

I am pursuing the IP's Foreign Language Track    Language \_\_\_\_\_

I am pursuing the IP's English Language Track    Language \_\_\_\_\_

**\*\*Note: Track selected at time form is submitted constitutes an irrevocable commitment on part of student\*\***

*INTERNATIONAL PLAN APPROVAL SIGNATURES CONTINUED*

In order for a study abroad or a study abroad + internship program to count toward the international experience requirement, IP participants must obtain approval signatures as explained below.

IP students have no assurance that the chosen program will count toward International Plan requirements until this form is completed. It is also in one's best interest to obtain these approval signatures in the order below before paying any deposits to study abroad.

1. For approval of this study abroad program to count toward the international experience requirement, all IP students must obtain the signature of the **major school IP faculty rep**. For a list of current major IP faculty reps, please see the IP website. Only double majors require two signatures.

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

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

2. If you are pursuing the **FOREIGN LANGUAGE TRACK**, request the approval signature of **Dr. Bettina Cothran, School of Modern Languages**, Swann Building, Room 218, Tel. 404-385-0192. **If you are pursuing the English Language Track, skip this signature and go to # 3.**

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

3. For approval of any INTERNSHIP portion of this program to count towards the 26-week international experience, all IP students must obtain the signature of a Work Abroad Advisor, **Debbie Gulick or Jyoti Kaneria**, French Building, Room 112 C ; Tel. 404-385-7511 or [workabroad@dopp.gatech.edu](mailto:workabroad@dopp.gatech.edu).

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

4. For approval of this program to count toward the 26-week international experience, all IP students must obtain the signature of the **International Plan Coordinator, Karen Pierce**, French Building, Room 104 C; Tel. 404-385-3200. **(Note: This is the LAST signature you should obtain.)**

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

Notes:

Original: IP file  
Cc: OIE, Acad. Unit, Work Abroad, Student

# FOREIGN LANGUAGE REPORT

Purpose: This form is to be used by GT students planning to study or work abroad in a language other than English.

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: [http://www.modlangs.gatech.edu/student\\_resources/registration/placement\\_test.php](http://www.modlangs.gatech.edu/student_resources/registration/placement_test.php) and submit your results to OIE for study abroad or DOPP for work abroad with your application materials.*
3. Submit completed form to the Office of International Education, Savant, Suite 211 (if you are applying to study abroad) or to the Division of Professional Practice, French 232 (if you are applying to work abroad).

## 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)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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 \_\_\_\_\_