ELIGIBILITY
For Participation in GT Faculty-Led Study Abroad Programs

GENERAL ELIGIBILITY REQUIREMENTS

1) You must be in **good academic standing**. Good academic standing is determined by the Registrar’s Office and is indicated at the end of your transcript each semester. Academic warning is a subcategory of good academic standing, so students on warning are still eligible. Students on **Academic and/or Disciplinary Probation are not eligible** to apply, participate, or be accepted to GT study abroad programs.

2) You must be in **good disciplinary standing**. The Office of the Dean of Students and/or GT Housing determines your standing based on your disciplinary record.

3) You must **maintain appropriate standards of behavior** at all times. Faculty, staff, and participants must be able to comply with all program guidelines including but not limited to the following: interact, work and effectively communicate within both group and independent settings, live/travel in a close group environment, live in program-provided housing (e.g. university residence/dormitory, host family, and/or hotel, etc.), travel by bus/train/plane (etc.) with the group, attend and participate in all classes and in cultural activities and site visits, etc.

   **NOTE:** If you have had previous disciplinary infractions, applications may require additional time to be reviewed and processed

4) You must complete the **PART ONE Prep Meeting Online** and attend the **PART TWO Prep Meeting**.

5) Accepted participants must complete the **Assumption of Risk and Release Form** (distributed at PART TWO meeting) and return the form to **OIE**.

Study abroad programs may have **additional program-specific eligibility requirements** for participants. Your Program Director will provide you with all information and requirements that are specific to your study abroad program.

EXAMPLES OF CONDITIONS RESULTING IN NON-ELIGIBILITY

- You fall out of good academic or disciplinary standing.
- You no longer maintain appropriate standards of behavior.
- You fail to complete **BOTH** OIE Prep Meetings (even after applying or being accepted into a program).
- You fail to comply with OIE’s published requirements, policies, and/or application instructions.

**NOTE:** Pending disciplinary cases will be reviewed for eligibility on a case-by-case basis. In addition, you assume the risk of losing funds paid to participate in the program, including but not
limited to airfare, room and board and any other expenses incurred as part of the program or for personal endeavors. Furthermore, you take responsibility for paying any fees that the study abroad program will have to pay on your behalf. Decisions about refunds are at the discretion of your study abroad program.

ADDITIONAL ELIGIBILITY REQUIREMENTS

- You may not participate in more than one GT study abroad program during the same semester.
- You may not participate in the same program more than one time during your entire enrollment at Georgia Tech.
- You must have completed at least two semesters of college-level study prior to participation in a study abroad program.
- You must be at least 18 years of age by the program’s departure date.
- You must have student status, register for study abroad courses, pay program fees and GT tuition + the Technology Fee and the BOR Fee to the Bursar by the official deadlines. Drops or withdrawals are not permitted for study abroad courses.
- You must obtain all proper immigration documents, such as an official passport and a visa if required. Students are responsible for securing all required travel documents per the host country’s regulations.
- If you are under the age of 18 at the time of application, a parent or guardian must sign the “Study Abroad On-line Application Form” and the “Assumption of Risk and Release Form,” which is available from the Office of International Education.
- Any change in address, telephone, or e-mail should be communicated to OIE as soon as possible.

MANDATORY STUDY ABROAD MEETINGS

Each time you participate in a GT study abroad program, you are required to complete one PART ONE and one PART TWO orientation organized by OIE.

You should complete the PART ONE meeting online www.oie.gatech.edu/sa/part_one_meeting/

Dates, locations and times for the PART TWO Prep Meetings can be found in the application instructions at www.oie.gatech.edu/apply.

NOTE: If you are a transient/special or co-op student who will not be able to attend PART TWO, OIE will e-mail the orientation materials to you. Co-op students are responsible for informing OIE that they are on a co-op semester and need to be excused from the mandatory meetings by e-mailing their name, GTID, program name, and address to study.abroad@gatech.edu.
APPEAL INFORMATION

Students may submit an appeal to the GT eligibility requirements by submitting the Study Abroad Eligibility Requirement Appeal Form to the Office of International Education in person, via regular mail, or by fax. The form can be downloaded from the web at www.oie.gatech.edu/sa/forms.

Students submitting an appeal to the eligibility requirements for GT study abroad are in no way guaranteed acceptance to participate.

NOTE: Requests to be excused from the Mandatory OIE Prep Meeting (PART TWO) do not require an appeal form and should be e-mailed directly to study.abroad@gatech.edu and include: Full Name, confirmed e-mail address, and the reason to be excused. Only students with legitimate academic conflicts (including internships and co-ops) or extenuating circumstances will be excused. These meetings are offered during both Fall and Spring Semesters.

If you wish to appeal for permission to apply for a program while you are not in good standing because you expect to be eligible for participation before the study abroad program begins, you assume all risks associated with that decision, including but not limited to financial obligations to the study abroad program.

CONTACT INFORMATION

If you have questions about information contained within this document, please contact:

Office of International Education
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Savant Building, Suite 211
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