

## Application for Transient & Special (Non-degree) Admission



**STANDARD MAILING ADDRESS:**  
Georgia Institute of Technology  
Office of Undergraduate Admission  
Atlanta, Georgia 30332-0320

**OVERNIGHT EXPRESS ADDRESS:**  
Georgia Institute of Technology  
Office of Undergraduate Admission  
219 Uncle Heinie Way  
Atlanta, Georgia 30332-0320

**PHONE:** 404.894.4154  
**FAX:** 404.894.9511  
**WEB:** [www.transfer.gatech.edu](http://www.transfer.gatech.edu)  
**E-MAIL:** [admission@gatech.edu](mailto:admission@gatech.edu)

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**Apply online at**  
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### TIMETABLE FOR NON-DEGREE ADMISSION

Application and Document Deadlines  
FALL SEMESTER ..... July 15  
SPRING SEMESTER ..... Nov 15  
SUMMER SEMESTER ..... April 15



**THIS APPLICATION IS NOT FOR DEGREE-SEEKING  
FRESHMAN OR TRANSFER APPLICANTS**

If you are interested in applying to Georgia Tech as a freshman or transfer student, this is not the correct application. You may access the application for freshman or transfer admission at [www.apply.gatech.edu](http://www.apply.gatech.edu).

It is the applicant's responsibility to ensure that all required elements of the application (including official transcript(s) and the nonrefundable \$65 application fee) are submitted on time.

**Apply online at**  
[www.transfer.gatech.edu](http://www.transfer.gatech.edu)

**For more information,**  
[www.transfer.gatech.edu](http://www.transfer.gatech.edu)

# APPLICATION FOR TRANSIENT & SPECIAL (NON-DEGREE) ADMISSION: INFORMATION AND INSTRUCTIONS

Please read all instructions carefully. Failure to follow directions will result in processing delays.

## APPLYING FOR NON-DEGREE (TRANSIENT & SPECIAL STUDENT) ADMISSION

**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 begins the day before 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 or other designated official of the institution in which the student is enrolled recommending the applicant as a transient student.

Any student admitted in a non-degree status wishing to later pursue degree-seeking admission must apply and follow the requirements and guidelines for transfer admission at Georgia Tech, as outlined at <http://www.transfer.gatech.edu>. **There must be a one-term gap between enrollment in a non-degree status and an application for degree-seeking admission.**

## STEPS TO COMPLETING THE APPLICATION

- 1. Read the Academic Honor Code.** Read carefully the excerpts from the Academic Honor Code before filling out application. By completing and signing this application, you are indicating your intention to abide by the Honor Code.
- 2. Request your college transcript(s).** Request an official copy of your transcript from every college that you have attended. An official transcript must be in a sealed school envelope with an official mark or signature across the seal to indicate that it has not been opened.
- 3. Submit a complete Non-Degree Applicant Permission Form.** Please review and complete this form (available online at [http://www.admission.gatech.edu/images/pdf/nondegree\\_form.pdf](http://www.admission.gatech.edu/images/pdf/nondegree_form.pdf)) with appropriate departmental signature(s).

## MORE INFORMATION FOR APPLICANTS COURSE RESTRICTIONS

**All prospective courses must be approved by the individual departments before applying with the approval being shown on the Departmental Review section of Non-Degree Applicant Permission 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 automatic course withdrawal by the Institute.*

## GEORGIA TECH HONOR CODE (ARTICLE II: SECTIONS 1, 3)

### GEORGIA TECH HONOR CHALLENGE

**"I commit to uphold the ideals of honor and integrity by refusing to betray the trust bestowed upon me as a member of the Georgia Tech community."**

The above statement is the Georgia Tech Honor Challenge. It is a commitment made by every student, faculty member, and administrator in the Georgia Tech community. Every member of the community strives to apply these principles toward academic pursuits and to every aspect of our daily lives. We believe that honor and integrity are essential in fostering an environment in which learning and research can thrive.

In an effort to remind the members of this community of their commitment, the Honor Advisory Council has placed plaques displaying the Challenge in nearly every classroom at Georgia Tech. During every exam, quiz, and lecture, we hope they serve as a source of motivation to uphold the promise you made when joining this community. The Honor Advisory Council, a group of students dedicated to promoting the Honor Code, serves as a resource for students accused of or wishing to report an honor violation.

### Article II: Honor Code

#### Section 1. Statement of Purpose

The members of the Georgia Tech community believe that the fundamental objective of the Institute is to provide students with a high-quality education while developing in them a sense of ethics and social responsibility. We believe that this is an integral part of the learning process and that a discipline is necessary in this pursuit. We also believe that a tolerance of dishonesty hurts the entire community. It is this intolerance that we have set forth as a Student Honor Code at Georgia Tech.

#### Section 3. Student Responsibilities

Students are expected to act according to the highest ethical standards. The immediate objective of an Honor Code is to prevent any student from gaining an unfair advantage over any other student through academic misconduct. The following clarification of academic misconduct is taken from Section XIX, Student Conduct Code of the Rules and Regulations section of the Georgia Tech General Catalog: Academic misconduct is any act that falsifies or could improperly distort student grades or other student academic records. Such acts include but need not be limited to the following:

- Possessing, using, or exchanging improperly acquired written or verbal information in the preparation of any essay, laboratory report, examination, or other assignment included in an academic course;
- Substitution for, or unauthorized collaboration with, a student in the commission of academic requirements;
- Submission of material that is wholly or substantially identical to that created or published by another person or persons, without adequate credit notations indicating authorship (plagiarism);

### INTERNATIONAL STUDENTS

International students (those who are neither US citizens nor US Permanent Resident card holders) 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. Please see <http://www.oie.gatech.edu> for more information.

- False claims of performance or work that has been submitted by the claimant;
- Alteration or insertion of any academic grade or rating so as to obtain unearned academic credit;
- Deliberate falsification of a written or verbal statement of fact to a member of the faculty so as to obtain unearned academic credit; and
- Forgery, alteration, or misuse of any Institute document relating to the academic status of the student.

While these acts constitute assured instances of academic misconduct, other acts of academic misconduct may be defined by the professor. Students must sign the Honor Agreement affirming their commitment to uphold the Honor Code before becoming a part of the Georgia Tech community. The Honor Agreement may reappear on exams and other assignments to remind students of their responsibilities under the Georgia Tech Academic Honor Code. The complete text of the Academic Honor Code may be found at [www.honor.gatech.edu](http://www.honor.gatech.edu).

### SSN Disclosure Statement (Admissions/ Student-Related Activities)

Federal law recognizes the student Social Security Number (SSN) as personally identifiable information under the Family Education Rights and Privacy Act of 1974 (FERPA). However, the law allows Georgia Tech to request and to use this information in compliance with state and federal guidelines. While you are not required to provide your SSN to be considered for admission to Georgia Tech, you are strongly encouraged to do so, if you have one. Providing an SSN will speed up matching of materials such as transcripts and test scores with your application. An SSN is required if you are applying for financial aid, for federal tax benefits, or for employment; it may be required for other purposes. The information may be disclosed only under certain circumstances, including the following:

- to other institutional officials;
- to representatives of state and local educational authorities;
- in connection with financial aid;
- for research purposes to improve instruction;
- to collection agents in connection with university-related business;
- pursuant to an order from a court of law; or
- other circumstances as required by state or federal law.

Georgia Tech is committed to ensuring the privacy and confidentiality of student records.

**AFTER SUBMITTING YOUR APPLICATION,  
YOU WILL BE ASSIGNED A GEORGIA TECH  
ID NUMBER.**

### POLICY ON TRANSFER ADMISSION

All qualified persons are equally welcome to seek transfer admission to the Georgia Institute of Technology, and all persons may apply for and accept admission confident that the policy and regular practice of the Institute will not discriminate against them on the basis of race, religion, sex, or national origin.

**FOR A COMPLETE LIST OF COURSE REQUIREMENTS  
BY MAJOR, SEE PAGE 14 OF THIS BOOKLET OR VISIT:  
[www.transfer.gatech.edu](http://www.transfer.gatech.edu)**

**GEORGIA INSTITUTE OF TECHNOLOGY 2009-2010 APPLICATION FOR TRANSIENT AND SPECIAL ADMISSION  
CLEARLY TYPE OR PRINT WITH INK • A NONREFUNDABLE \$65 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 Suffix

Preferred First Name \_\_\_\_\_  
 Birth Name \_\_\_\_\_

3. Home Address:  
 Street \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ ZIP Code \_\_\_\_\_  
 Country, if not USA \_\_\_\_\_

4. Mailing Address (if different from number 3):  
 Street \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ ZIP Code \_\_\_\_\_  
 Country, if not USA \_\_\_\_\_  
 Last date of residence at this address: \_\_\_\_\_

5. Telephone Numbers  
 Home \_\_\_\_\_ (Include Area Code First)  
 Cell \_\_\_\_\_ (Include Area Code First)

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

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

8. Birth Place \_\_\_\_\_

9. Gender  Female  Male

10. Ethnicity and Race:  
 (a) Are you Hispanic or Latino?  Yes  No  
 (b) What is your Race (Optional) \_\_\_\_\_

Check all that apply  
 American Indian or Alaska Native  Black or African American  
 Asian  White  
 Native Hawaiian or Other Pacific Islander

*(If you are accepted and enroll, this information will be required by federal/state agencies to evaluate civil rights compliance.)*

11. Citizenship Status (Proper documentation must be sent to Georgia Tech)

(a) U.S. Citizen  (c) Alien, Permanent Resident of U.S.

(b) Non-immigrant, Non-immigrant to U.S.

Number (c) above, your country of citizenship: \_\_\_\_\_

Attach copy of your Visa or the front and back of your Alien Residence Card.

Indicate Visa type or Alien Registration Number: \_\_\_\_\_

12. Relatives related with Tech

<input type="checkbox"/> Mother	( )	_____	Place applicable letter in the space next to each relative: G = GT Alum A = Attended - Did not graduate S = Current Student E = Employee
<input type="checkbox"/> Father	( )	_____	
<input type="checkbox"/> Grandparent	( )	_____	
<input type="checkbox"/> Sister	( )	_____	
<input type="checkbox"/> Brother	( )	_____	

**PROGRAM OF STUDY**

1. Campus of Study:  
 Atlanta  
 Savannah

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

3. Requested Enrollment Term (Please check only one)

Summer Semester  
 Fall Semester  
 Spring Semester  
 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.

**ACADEMIC BACKGROUND**

1. Have you previously applied for admission to Georgia Tech?  No  Yes. 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? \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Name of institution \_\_\_\_\_  
Qtr./Sem. Month Year

5. List all employment for the past two years:

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

# RESIDENCY INFORMATION

1. Are you a legal resident of Georgia for fee payment purposes?  Yes  No

If no, go on to "Parental Information."

If yes, which Georgia county? \_\_\_\_\_ If yes, the **prospective student** should answer the following questions or indicate "not applicable" (N/A).

2. (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, 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 of age or over, have not resided with my parent(s) during the preceding 12 months, and/or 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

3. 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) \_\_\_\_\_

## PARENTAL INFORMATION (Fill out completely)

1.  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 \_\_\_\_\_

**NOTE: If you or your parents have lived in Georgia less than two months, if one parent does not live in Georgia, he or she must submit 2009 Georgia tax returns.**

2.  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 \_\_\_\_\_

## 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 Institute, 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.**

1. Have you ever been convicted of a crime other than a minor traffic violation?  Yes  No **If yes, attach explanation.**

2. Are there any criminal charges currently pending against you?  Yes  No **If yes, attach explanation.**

3. 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.**

4. 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.**

5. 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 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_