

## **GUIDELINES FOR NON-DEGREE APPLICANTS**

### **POLICY**

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 [www.transfer.gatech.edu](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.

**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.

### **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 this 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.*

### **APPLICATION PROCEDURE**

**Special Students:** Complete Part I (page 2) of this form. Submit along with transfer application, application fee, and official transcripts from all institutions ever attended.

**Transient Students:** Complete Parts I & II (pages 2 & 3) of this form. Submit along with transfer application, application fee, and official transcripts from all institutions ever attended. Part II of this document may be submitted separately by the registrar of the home institution, if necessary.

*Policies regulating Special and Transient Admission are subject to change without notice.*

## NON-DEGREE APPLICANT PERMISSION FORM – Part I

*NOTE: This form must accompany a transfer application and application fee.*

**All applicants must complete the following:**

Name: \_\_\_\_\_ SSN or GT ID (if known): \_\_\_\_\_

Applicant Type: **Special** or **Transient** (Please Circle)

**A. Term and Course(s) applying for:**

Desired Term of Enrollment (Semester and Year): \_\_\_\_\_

Desired Course(s) to be scheduled (Specific Course Number): \_\_\_\_\_

*If admitted, I realize that my enrollment is only for the semester and course(s) listed above and I understand that **admission does not guarantee that I will be able to enroll** in any particular course. Potential enrollment to a subsequent semester is not implied nor permitted without further approval. Potential enrollment is strictly as a non-degree student and I understand that it cannot be used to attain degree-seeking status at a later date. Enrollment in unauthorized courses will result in an automatic course withdrawal by the Institute.*

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**B. Departmental Review:**

All students must contact the appropriate department(s) at Georgia Tech and have the following information completed. **Departmental approval does not guarantee admission.**

Name of Department: \_\_\_\_\_

This student's background appears to be suitable for the requested course(s).

Space in the course(s) for this student should be available.

Other conditions or comments: \_\_\_\_\_

\_\_\_\_\_  
(Name/Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Name of Department: \_\_\_\_\_

This student's background appears to be suitable for the requested course(s).

Space in the course(s) for this student should be available.

Other conditions or comments: \_\_\_\_\_

\_\_\_\_\_  
(Name/Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



Office of Undergraduate Admission  
 219 Uncle Heinie Way  
 Atlanta, GA 30332-0320 (404) 894-4154 Voice

## NON-DEGREE APPLICANT PERMISSION FORM – Part II

**TRANSIENT APPLICANTS must complete the following:**

Name: \_\_\_\_\_ SSN or GTID (if known): \_\_\_\_\_

Desired Term of Enrollment (Semester and Year): \_\_\_\_\_

Desired Course(s) to be scheduled (Specific Course Number): \_\_\_\_\_

**Verification of Enrollment/Approval for Transient Status by the Registrar of the home institution:**

The student named above has applied for admission to the Georgia Institute of Technology as a non-degree seeking Transient student. In accordance with University System of Georgia Board of Regents policy and Institute policy, the following information is required to determine eligibility for admission.

This student is currently in good standing with our institution, has not been dropped or dismissed for any reason, and is eligible to return to the institution. If admitted, this student has permission to register at the Georgia Institute of Technology as a non-degree seeking Transient student.

\_\_\_\_\_ (Name of Institution)                      \_\_\_\_\_ (Signature & Seal of Registrar)                      \_\_\_\_\_ (Date)