Georgia Institute of Technology

Exchange Student Program
Application & Instructions for Bilateral Exchange Students
Congratulations on your nomination to study as an exchange student at Georgia Tech! We hope that you will be able to come to Atlanta to study with us.

This document will explain the steps necessary to apply to GT, application deadlines, and required material.

I look forward to welcoming you to GT!

- Christy

Christy Rakness – Senior International Student Advisor & Incoming Exchange Advisor

❖ Email: incomingexchange@oie.gatech.edu
❖ Website: oie.gatech.edu\exchange
❖ Phone Number: 1 (404) 894-7475
❖ Address:
  631 Cherry Street NW, Savant Bldg Suite 211
  Atlanta, Georgia, USA 30332-0284
Dates and Deadlines

Semester Dates

Fall Semester 2018:
❖ Aug. 20th through Dec. 15th

Spring Semester 2019:
❖ Jan. 7th - May 4th

Semester Application Deadlines
❖ Fall: Jan. 1st - April 1st
❖ Spring: Aug. 1st - Oct. 1st

Arrival on Campus
Accepted students should arrive at Georgia Tech the week before classes begin in order to complete OIE Check-In and attend the FASET Exchange Orientation.
1. **Complete the GT Undergraduate Application**

You can find the [Online Application here.](#) Below are helpful tips when completing the application.

- You will need to “Create a New Account”. Register your email address according to the instructions.

1. When setting up your account, select “Non-Degree Incoming Exchange” as your Application Type.

2. **Personal Section:**
   a. Mailing Address: Enter OIE’s address in this section.
      i. Street Address: 631 Cherry Street NW, Savant 211
      ii. City: Atlanta
      iii. State: Georgia
      iv. Postal Code: 30332-0284
   b. Citizenship Information: Select “I do not hold a currently valid U.S. non-immigrant Visa”

3. **Education Section:**
   a. List all colleges/universities attended. You will be required to send an official transcript from each college/university you list. Do not add High School/Secondary schools.

4. **Additional Application Information Section:**
   a. Academic Information: select “Non-Degree Incoming Exchange”
   b. Application Information: select “No” for the question “Are you applying for in-state tuition?”

5. **Signature Section:**
   a. Complete this section by typing your full name.

Complete every section above, and save your application. OIE will confirm your nomination before you can proceed with the submission. Your application fee will be waived after the nomination is approved and when you submit your application.
2 Print & Complete the Non-Degree Applicant Form.

You will find this form attached to the instructional email. This form **must have both a signature and a stamp from your home institution** (at the bottom of page 1). You will upload this complete form to the online Undergraduate Admission application.

3 Mail Document to GT’s Office of International Education

After you have completed Steps 1 & 2, send the following documents:

- **Official Transcripts:** 1 copy in original language, 1 copy translated to English, if applicable

- **Architecture and Industrial Design Students:** will be required to submit a portfolio. Electronic portfolios preferred > emailed to incomingexchange@oie.gatech.edu

- **TOEFL certification** (required for all students except as noted below)
  - Note that a TOEFL score is valid for 2 years
  - Do not send scores directly to GT
  - Students from the following universities are exempt from the TOEFL requirements:
    - Australia: any university
    - Hong Kong: KHPU
    - Ireland: any university
    - New Zealand: VUW
    - Singapore: NUS, NTU, SMU
    - Turkey: Bogazici
    - United Kingdom: any university
    - UAE: American University in Dubai

**Mail your original documents to:**

Office of International Education  
ATTN: Christy Rakness  
631 Cherry Street, Savant Suite 211  
Atlanta, Georgia 30332-0284  
United States of America
### Incoming Bilateral Exchange Student Estimates

<table>
<thead>
<tr>
<th></th>
<th>One Semester Only</th>
<th>Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Mandatory Fees</td>
<td>Covered by OIE</td>
<td>Covered by OIE</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>$8,000</td>
<td>$16,000</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>$700</td>
<td>$1,400</td>
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<tr>
<td>Health Insurance</td>
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<td>$1,200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$9,600</strong></td>
<td><strong>$18,600</strong></td>
</tr>
</tbody>
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*The above are only estimates. Actual costs may be greater due to inflation or other institutional increases.*

You will be required to submit financial support demonstrating an amount equal/greater than estimates above, in order to receive a Form DS-2019, the immigration document required to apply for a J-1 student visa. **You will upload these documents to the DS-2019 e-form you will receive from OIE after being accepted into GT.**

**Financial Document Requirements:**
- Must be less than 6 months old at the time of submission
- Written in English, or accompanied by official translation
- Required elements of bank letters and/or statements
- All funds must be liquid (checking, saving, money market)
- Submitting multiple accounts is acceptable
- Sponsor Letter required when statement is not in student’s name
  - [Sponsor Letter Template](#)
After being accepted into GT, you will receive an email from OIE requesting you to complete the DS-2019 Information form.

You will be required to submit the following information using the e-form:
- Copy of passport (biographical page only)
- Financial Documentation, as described above.

OIE will mail the DS-2019 and GT Acceptance Letter to your home university.

After receiving the DS-2019, you must:
- Pay the I-901 SEVIS Fee at fmjfee.com
- Apply for the J-1 Visa
  - Note: Visas can take several weeks to process. You should apply for the J-1 visa as soon as possible.

When traveling to the U.S., the passport must be valid at least 6 months longer than the DS-2019 end date.
GT and the surrounding Atlanta neighborhoods offer a wide variety of housing options to suit personal preferences.

- **International House**: Georgia Tech’s international-themed dorm that is made up of about 50% exchange students and 50% current GT students. I-House offers a very diverse experience and opportunity to learn about many different cultures in one building.
  - **I-House Application**: Select the application link for exchange students.
  - You must submit your application before the posted deadline. Spaces will be selected shortly after the deadline. Those not chosen will be instructed of other housing options.
  - You can apply to live in the I-House without yet being officially admitted to GT.
  - Only available to undergraduate exchange students.

- **Other On-Campus Housing**
  - Fall or Spring semester students only will need to indicate interest in living on-campus (but not I-House) by emailing incomingexchange@oie.gatech.edu. Specific information will be sent to those interested in general on-campus housing options.
  - Full Academic Year students may directly apply at housing.gatech.edu after admission to Georgia Tech

- **Off-Campus Housing**
  - Please see the Housing Tab at oie.gatech.edu/exchange

*Please note: on-campus housing is not guaranteed for single-semester students. OIE will confirm what is available at the time of the application.*