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.

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

For more information, www.transfer.gatech.edu
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/ pursing 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 applied 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 the 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) 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 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.

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.

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 for each student a high-quality education while developing in them a sense of ethics and social responsibility. We believe that the learning process is an integral part of the learning process and that academic misconduct is necessary in this pursuit. We also believe that the presence of dishonesty hurts the entire community and that it is important that we set forth a Student Honor Code for Georgia Tech.

Section 3. Academic integrity

Students are expected to adhere to the highest ethical standards. The immediate objective of an Honor Code is to prevent cheating or gaining an unfair advantage over any other student through academic misconduct. The following clarification of academic misconduct is taken from Section XIX, Student Conduct, of the Rules and Regulations section of the Georgia Tech General Catalog: Academic misconduct is any act that lies 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);
- 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 an earned academic credit;
- Deliberate falsification of a written or verbal statement of fact to a member of the faculty so as to obtain an earned 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 located at 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 record 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.

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
PERSONAL

1. Social Security Number ______________________

    Date of birth: _______ / _______ / _______

2. Full Legal Name

    First (given or family 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 ______________________

    Cell ______________________

6. E-mail Address ______________________

PROGRAM OF STUDY

1. Campus of Study:

    Atlanta

    Savannah

2. Entering Status:

    Tranient (one term only/non-degree)

    Special (non-degree)

3. Requested Enrollment (please indicate only one)

    Fall Semester ______________________

    Spring Semester ______________________

    Summer Semester ______________________

    Qtr./Sem. Month Year

4. If currently enrolled in a college or postsecondary institution, when will your last term there end? ______________________

5. List all employment for the past two years:

    Employer ______________________

    Location ______________________

    From ______________________

    To ______________________

ACADEMIC BACKGROUND

1. Have you previously applied for admission to Georgia Tech? Yes ______ No ______

    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 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? ______________________

5. List all employment for the past two years:

    Employer ______________________

    Location ______________________

    From ______________________

    To ______________________

PAGE 1
RESIDENCY INFORMATION

1. Are you a legal resident of Georgia for fee payment purposes? □ Yes □ No
   If so, go on to “Parental Information.”
   If not, the prospective student should answer the following questions or indicate “not applicable” (N/A).
2. (a) How long have you continuously resided in Georgia?
   (b) Have you or your parents filed a Georgia Income Tax return as a resident of Georgia?
   (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?
   (e) Do you pay property tax in the state of Georgia?
   (f) Are you registered to vote in the state of Georgia?
   (g) Do you hold a driver’s license issued by the state of Georgia?

3. Student’s service in the Armed Forces: (a) Branch served ____________________ (b) Dates served:  _____ / _____ / _____   to   _____ / _____ / _____

PARENTAL INFORMATION (Fill out completely)

1. □ Father’s or □ Guardian’s full name: ____________________________
   (a) Is parent/guardian living? □ Yes □ No
   (b) If legal guardian, when appointed by court? ____________________
   (c) Present address of father or legal guardian:
       Street ____________________________
       City, State, ZIP ____________________
       E-mail Address ____________________
   (d) Employer of father or legal guardian:
       Company Name ____________________
       Street ____________________________
       City, State, ZIP ____________________
   (e) Continuous residence in Georgia from __________ / _____ / _____ to __________ / _____ / _____
   (f) If parent/guardian is U.S. military, home of record _______________________________________________

   (a) Guardian’s full name: ____________________________
   (b) Is parent/guardian living? □ Yes □ No
   (c) Present address of mother or legal guardian:
       Street ____________________________
       City, State, ZIP ____________________
       E-mail Address ____________________
   (d) Employer of mother or legal guardian:
       Company Name ____________________
       Street ____________________________
       City, State, ZIP ____________________
   (e) Continuous residence in Georgia from __________ / _____ / _____ to __________ / _____ / _____
   (f) If parent/guardian is U.S. military, home of record _______________________________________________

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

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, an Alford plea to a criminal charge, or a plea under a first offender act? □ Yes □ No
   If yes, attach explanation.

4. Do you have disciplinary or misconduct charges pending against you from a high school, college, or university? □ Yes □ No
   If yes, attach explanation.

5. Have you 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 _______ / _______ / _______

Social Security Number __________ __________ __________ __________ __________ __________ __________ __________