

**INSTRUCTIONS FOR NON-DEGREE APPLICANTS**

*This form is only for Special and U.S. Transient students in Atlanta*

Please refer to the Non-degree web site for definitions of student type.

**Steps for completion of Non-degree permission form:**

1. Identify courses you wish to take in the Schedule of Classes at [oscar.gatech.edu](http://oscar.gatech.edu).
2. Contact the representative of the academic unit to request permission to enroll in those courses. The contact names are provided at the Non-degree web site.
3. (Transient students only) Contact your home institution for permission to enroll at Georgia Tech.
4. After you complete and submit your admission application, you will receive instructions to access to your admission portal. Upload the non-degree permission form to your admission portal.

**Special and Transient Students: Complete Part I**

Please be aware that departmental approval does not guarantee acceptance by the Office of Admission and does not guarantee space availability in desired classes.

**Transient Students: Complete Part I and Part II**

The University System of Georgia requires that all transient students have permission to enroll from their home institutions. Contact the Registrar or appropriate advisor at your current institution to complete Part II the form. If your home institution uses its own transient form or letter, that document may replace this section. Your institution may email a transient permission document to [appdocs@admission.gatech.edu](mailto:appdocs@admission.gatech.edu).

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

**NON-DEGREE APPLICANT PERMISSION FORM – Part I**

**All applicants must complete the following:**

Name: \_\_\_\_\_

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 neither 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.

The school will provide any necessary permit(s).

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.

The school will provide any necessary permit(s).

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

\_\_\_\_\_

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

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

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

**NON-DEGREE APPLICANT PERMISSION FORM – Part II**

**TRANSIENT APPLICANTS must complete the following:**

Name: \_\_\_\_\_

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)