



# Georgia Tech Application

Step by step

# Introduction

This presentation describes the how-to complete your online application step-by-step.

# Application requirements

## Computer Science

- **Application Term: Fall**
  - **Application completion deadline: February 1st.**
  - **TOEFL or TOEIC requirements:**
    - **TOEFL** requirements:
      - Minimum Score Required: 100/120
      - Institute Code: 5248 - Department Code: 78 (to be given to ETS)
    - **TOEIC** minimum score required 850
  - **GRE requirements:**
    - Verbal Reasoning: 146/170
    - Quantitative Reasoning: 155/170
    - Analytical Writing: 3,5/6 (3.0 accepted)
    - Institute Code: R5248 - Department Code: 0402 (to be given to ETS)
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# **Application requirements**

## ***Electrical and Computer Engineering***

- **Application Term: Fall**
  - **Application completion deadline: February 1st.**
  - **TOEFL or TOEIC required:**
    - **TOEFL** requirements
      - Minimum Score Required: 79/120
      - Institute Code: 5248 - Department Code: 66 (to be given to ETS)
    - **TOEIC** minimum score required 850
  - **GRE requirements:**
    - Verbal Reasoning: 146/170
    - Quantitative Reasoning: 155/170
    - Analytical Writing: 3,5/6 (3.0 accepted)
    - Institute Code: R5248 - Department Code: 1203 (to be given to ETS)
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# Application requirements

## Mechanical Engineering

- **Application Term: Fall**
  - **Application completion deadline: February 1st.**
  - **TOEFL or TOEIC required:**
    - **TOEFL** requirements:
      - Minimum Score Required: 94/120
      - Institute Code: 5248 - Department Code: 68 (to be given to ETS)
    - **TOEIC** minimum score required 850
  - **GRE requirements** – schedule a first try before Dec 1st
    - Verbal Reasoning: 146/170
    - Quantitative Reasoning: 155/170
    - Analytical Writing: 3,5/6 (3.0 accepted)
    - Institute Code: R5248 - Department Code: 1502 (to be given to ETS)
-

# Starting A New Application

- To apply to any program at Georgia Tech, you will complete an **online application**, which is hosted by CollegeNet. You will be entering your information on their secure server.
  - You will be asked to create a user ID and password. Please write both down for future use. Don't worry about completing the application at once. You may start it, save it, and return to it at a later time using your user ID and password.
-

# Before you apply

- To apply for graduate school, you'll need to gather a number of supporting materials:
    - “classes préparatoires” and first year transcripts:
      - Official transcripts in native language from all colleges/universities attended (Mark Sheets for Each term acceptable) stamped and signed by the Department of International relations of your School
      - English translation of the official transcripts issued from college/university attended stamped and signed by the Department of International relations of your School or by a certified translator
    - Transcript of TOEIC (if applicable) stamped and signed by the Department of International relations of your School
    - Unofficial Resume/Curriculum Vitae
    - Identify 3 faculties (**engineering or science from your school only**) for supporting your application
-

# Application Fee

- When you submit your application, all applicants will be asked to provide credit card information to pay the nonrefundable \$75 application fee. The fee must be paid online and your application will not be received until it's paid. If you have technical difficulties getting your payment to be accepted by the CollegeNet system, please send an email to [help@applyweb.com](mailto:help@applyweb.com). Include your CollegeNet user ID in the email and a description of your problem.
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# Online Application for Graduate Admission

<http://www.gradadmiss.gatech.edu/apply-now>

CREATE ACCOUNT

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# Welcome!

Create your account to get started on your application.

You must use your full legal name. Be sure to check the spelling and use of upper and lower case letters. Please do not use all capital letters.

Passwords must be at least 8 characters.

If you require help, contact our [Help Desk](#)

## Account Email/Username and Password

Email Address

Your email address is your username

New Password

Confirm Password

## Personal Information

First Name

Middle Name

Last Name

Gender

Date of Birth  

Main Phone

Please include area or city code and local number

Mobile

Please include area or city code and local number

Send SMS messages to this number.

This can be changed at a later time

Create Account

# How do I fill out an application?

## Part 1: General Application



### Application Sections

Application Information

Program Selection

Enrollment Information

Personal Information

Citizenship Information

Residency Verification

Academic History

Test Scores

Letters of Recommendation

Additional Information

Georgia Residency Application

Supplemental Questions

Locked pages () will open as requirements are met in the form.

## Graduate Admissions

### Part 1: General Application

#### Program Information

Are you a: First Time Grad Student

Have you ever applied to or been enrolled as a student at Georgia Tech?  Yes  No

Page 1 of 12

Save

Save & Exit

Next Page

## Application Sections

Application Information

**Program Selection**

🔒 Enrollment Information

🔒 Personal Information

🔒 Citizenship Information

🔒 Residency Verification

🔒 Academic History

🔒 Test Scores

🔒 Letters of Recommendation

🔒 Additional Information

🔒 Georgia Residency Application

🔒 Supplemental Questions

Locked pages (🔒) will open as requirements are met in the form.

## Graduate Admissions

### Part 1: General Application cont'd

Note: You may select only one program per application.

#### Program of Study

Search for a Program Name

Show All Program Names

Filter by...

Click on any organization name to display available program names.

Masters

Ph.D.

Special Non-Degree

Transient-currently enrolled at a US institution

Page 2 of 12

Previous Page

Save

Save & Exit

Next Page

## Application Sections

Application Information

### Program Selection

- 🔒 Enrollment Information
- 🔒 Personal Information
- 🔒 Citizenship Information
- 🔒 Residency Verification
- 🔒 Academic History
- 🔒 Test Scores
- 🔒 Letters of Recommendation
- 🔒 Additional Information
- 🔒 Georgia Residency Application
- 🔒 Supplemental Questions

Locked pages (🔒) will open as requirements are met in the form.

Master of Science in History and Sociology of Technology and Science
Master of Science in Human-Computer Interaction (College of Computing)
Master of Science in Human-Computer Interaction (Industrial Design)
Master of Science in Human-Computer Interaction (Literature, Communication and Culture)
Master of Science in Human-Computer Interaction (Psychology)
Master of Science in Industrial Engineering
Master of Science in Information Security
Master of Science in International Affairs
Master of Science in International Logistics
Master of Science in Management (KIAT Only)
Master of Science in Materials Science & Engineering
Master of Science in Mathematics
<b>Master of Science in Mechanical Engineering</b>
Select Term: <input type="text" value="Fall 2016"/> <input type="button" value="Save selection"/>
Master of Science in Mechanical Engineering - Joint program - Stuttgart
Master of Science in Medical Physics
Master of Science in Music Technology
Master of Science in Nuclear Engineering

Or Master of Science in Electrical & Computer Engineering

Or Master of Science in Computer Science

Select Fall 2016 Term even if you attend GTL in Spring

# Page 3: Enrollment Information

- Application Sections
- Application Information
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- Enrollment Information**
- Personal Information
- Citizenship Information
- Residency Verification
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## Graduate Admissions

### Part 1: General Application cont'd

#### Planned Campus

Select the campus that you plan to attend

- GT-Atlanta
- GT-Lorraine
- GT-Savannah
- Distance Learning

#### Enrollment Information

If your Degree Objective is Masters, do you plan to pursue a Ph.D. in the future?  Yes  No

If yes, when?

If other, please explain

Do you wish to be considered for financial assistance?  Yes  No

Do you require financial assistance?  Yes  No

Please list any outside aid sources and amounts

# Page 4: Personal Information



## Application Sections

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## Graduate Admissions

### Part 1: General Application cont'd

#### Personal Information

##### Full Legal Name

Last Name (family name)

First Name (personal name)

Middle Name

Suffix (eg., JR.)

Social Security Number

(used for identification purposes only)

Will we possibly receive records for you under any other name?  Yes  No

**Do not fill out**

#### Contact Information

# Page 5: Citizenship Information

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## Graduate Admissions

### Part 1: General Application cont'd

#### Citizenship Information

- Citizenship  US Citizen  
 Non-US Citizen (Permanent Resident) - *(Permanent Resident Card Required)*  
 Non-US Citizen (Alien, Non-immigrant to U.S.) - *(Visa Required)*

Country of Citizenship *(if not US)*

Do you hold citizenship in any other country?  Yes  No

Do you currently hold a valid visa status?  Yes  No

Visa Type

VISA J-1 uniquement

Please upload a copy of your current visa or other documents related to your current immigration status.  No file selected.  
Accepted File Types: .pdf

Enter Sevis ID if available

Admitted students who do not currently hold a visa status or who are not authorized to enroll based on their current visa status must identify which student visa type they require to enroll at Georgia Tech. The F-1 student visa type is appropriate for the majority of students. The J-1 Exchange Visitor visa is reserved for students enrolling at Georgia Tech as a part of a GT exchange program, who will transfer to Georgia Tech from a partner campus like GT-Shanghai or GT-Lorraine, or who have sponsorship from an exchange organization or government sponsor that requires them to hold a J visa.

Will you require a student visa to study at Georgia Tech?  Yes  No

If yes



## Page 7: Academic History

List each institution you have attended or are attending:

A – College 1: First year Engineering School

A – College 2: Classes préparatoires

Upload classes préparatoires and first year transcripts:

- Official transcripts in native language from all colleges/universities attended (Mark Sheets for Each term acceptable) stamped and signed by the Department of International relations of your School or by a certified translator
- English translation of the official transcripts issued from college/university attended stamped and signed by the Department of International relations of your School

# Page 6: Residency verification **Not applicable**

# Page 7: Academic History

### Application Sections

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1st year Engineering School

## Graduate Admissions

### Part 1: General Application cont'd

#### Academic History

A. List each institution after secondary school, including Georgia Tech, that you have attended or are attending. List all post-secondary degrees which have been or will be earned by your planned enrollment date. If you are currently enrolled, give the last expected date of enrollment. Official transcripts are required from each institution you attended. Failure to comply can disqualify your application.

**PLEASE USE "SEARCH" TO LOCATE YOUR PRIOR UNIVERSITY/COLLEGE.** If you cannot find your school in the search list, please type the name of the institute and the city in the table below. **INDIAN APPLICANTS:** If you attended a College "affiliated to" a University, please list the name of the University, NOT the College (i.e., University of Mumbai, etc.).

B. If your previous school GPA is not calculated on a 4.0 scale, you may choose to have your GPA calculated through an approved professional foreign credential evaluation service , such as World Education Services, Inc. You will still need to provide your transcripts for each of the schools you have attended, as requested.

C. **UPLOAD A PDF OF EACH TRANSCRIPT HERE.** Note: If you upload your transcripts here, you **will NOT need to mail them now** . **if you have sealed copies of your transcript, open them, scan them and upload them.** Place them back in the envelope and we will accept them if you are admitted as long as they match what we have on file. We will use the uploaded unofficial transcript through the application process and if you are admitted, you will then be asked to mail official transcripts.

D. **DEGREE DOCUMENTS:** International Applicants who currently hold a degree, please **UPLOAD YOUR DEGREE DOCUMENTS HERE.** If you have more than one page, you may combine them all into one PDF file. You will NOT need to mail them now. We will use the uploaded unofficial degree documents(s) through the application process and if you are admitted, you will then be asked to mail official documents.

**A:** College 1 (College where you received or will receive your Bachelor's degree)

Find School

College Code

Name of Institution

## Page 7: Academic history – School search



SCHOOL NAME	CITY, STATE	ZSCORE
SUPELEC ECOLE SUPERIEURE D'EL	RENNES, France	Z98069
UNIVERSITE DE METZ	METZ, France	Z86137
UNIVERSITE DE TECHNOLOGIE	COMPIEGNE, France	Z85835
UNIVERSITE DU MAINE	LE MANS, France	Z95503
UNIVERSITE LOUIS PASTEUR	STRASBOURG, France	Z92971
UNIVERSITE-SORBONNE NOUVELLE	PARIS, France	Z86062
UNIVERSITY OF AIX-MARSEILLE II	AIX-EN-PROVENCE, France	Z85254
UNIVERSITY OF BESANCON	BESANCON, France	Z85631
UNIVERSITY OF BORDEAUX	BORDEAUX, France	Z94897
UNIVERSITY OF GRENOBLE	GRENOBLE, France	Z85231
UNIVERSITY OF LYON	LYON, France	Z85076
UNIVERSITY OF MONTPELLIER	MONTPELLIER, France	Z85529
UNIVERSITY OF NANCY	NANCY, France	Z85241
UNIVERSITY OF NICE	NICE, France	Z86938
UNIVERSITY OF PARIS	PARIS, France	Z85019
UNIVERSITY OF TECHNOLOGY*	COMPIEGNE, France	Z85990
UNIVERSITY OF TOULOUSE	TOULOUSE, France	Z85211
UNIVERSITY OF VALENCIENNES	VALENCIENNES, France	Z86583

None of the Above

### Note:

If you cannot find your school, attempt a different search, taking into consideration that names are often abbreviated in the school list.

- Using just the first few letters of the school name (such as "UNIV" if the name starts with "University of") often helps in locating a school.
- Searching within a city or state with no school name will return a list of all schools in that selection.
- Searches of three or less characters will only return exact matches.
- If you still cannot find your school after several attempts, click on **"none of the above,"** and enter your school information manually into your application.

If you attended a school **outside** the U.S.A. or Canada, please follow this link and enter your school name and other information directly into the application.



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**A: College 2**

**Classes Préparatoires**

Find School

College Code

Name of Institution

College City

State

Country

From    (mm/yyyy)

To    (mm/yyyy)

Grad Date    (mm/yyyy)

Degree/Diploma

Major

GPA

On what scale is your Grade Point Average (GPA) calculated? For example, most US schools calculate using a 4.0 scale; however, many universities use a scale of 10 or 100. (Please use only numbers and the characters . or -)

**B:** If you chose to use WES or another approved

# Page 8: Test scores

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## Test Information

### GRE

Date taken or to be taken    (mm/yyyy)

Verbal Scores (V) Raw  %

Quantitative Scores (Q) Raw  %

Analytical Writing (A) Raw  %

Upload a PDF of your GRE results here  No file selected.  
*Accepted File Types: .pdf*

Note: You must request that an official score report be sent to us directly from Educational Testing Service - uploaded copies are not considered "official".

### TOEFL (Required for most international applicants)

Have you taken the Test of English as a Foreign Language (TOEFL)  Yes  No

Test type  ▼

Date taken or to be taken:    (mm/yyyy)

Listening

Speaking

Writing

Reading

Score

%

Upload a PDF of your TOEFL results here  No file selected.  
*Accepted File Types: .pdf*

**TOEIC results**  
Uploaded documents have to be signed and certified by your school

## **Page 9: Letters of Recommendation**

You will be asked to provide Georgia Tech with the email address of three recommenders.

Recommenders are Engineering or Science faculty from your current Engineering School.

Your recommenders will receive an email with logon instructions for completing GT recommendation questionnaire and uploading their letter after your application has been submitted.

Please monitor this via your status checking screen and make sure your recommenders complete this in a timely manner.



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# Graduate Admissions

## Part 1: General Application cont'd

### Letters of Recommendation

**Georgia Tech prefers that you use the online method for requesting recommendations.** Many of our programs will accept only recommendations received online. This will greatly speed the review of your application.

You will be asked to provide us with the email address of three recommenders. Your recommenders will receive an email with logon instructions for completing our recommendation questionnaire and uploading their letter after your application has been submitted. Please monitor this via your status checking screen and make sure your recommenders complete this in a timely manner.

Under the Family Educational Rights and Privacy Act of 1974, a student enrolled at Georgia Tech has access to his or her education records. We intend to comply with both the letter and the spirit of this law, while still allowing the student the option of waiving the right to access. If you wish to waive the right to examine this evaluation at a later date, please indicate below.

### Recommender 1

First Name

Last Name

Institution/Company

Waive Your Right To Access?

Email Address

Submit Recommendation Request

### Recommender 2

After having submitted your recommendation request, you can follow up the online letters of recommendation



Activity for First Name Last Name

Georgia Tech Graduate Admissions [Follow](#)

Georgia Tech Graduate Online Admission Form [Tweet](#) [Share](#) [Share](#)

Unsubmitted

[Work on Form](#)

Online Letters of Recommendation

Faculty 1

Has not started yet

Waive Status: [Yes](#)

Action ▾

Edit/Change This Recommender

Send Reminder

[Back to the Main Menu](#)



# Page 10: Additional information

## Safety and Legal information

### Military / Government information

...



#### Application Sections

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## Graduate Admissions

### Part 1: General Application cont'd

#### Safety and Legal Information

Georgia Institute of Technology is committed to maintaining a safe environment for all members of our community. All applicants must answer these questions. 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
- 2) Are there any criminal charges currently pending against you?  Yes  No
- 3) Have you entered a plea of guilty, a plea of no contest, a plea of Nolo contendere, an Alford plea to a criminal charge, a plea under a first offender act?  Yes  No
- 4) Do you currently have disciplinary or academic misconduct charges pending against you from a high school, college, or university?  Yes  No
- 5) Have you ever been disciplined, suspended, or expelled for conduct code violations from a high school or post secondary educational institution?  Yes  No

#### Military/Government Information

Page 11: Not applicable

Page 12: Supplemental questions

- Work experience
- Publications
- Memberships and Extracurricular Activities
- Awards and Recognitions
- Fellowships
- Career Objectives
- Statement of Purpose\*

\*This is an important document, prepare it carefully


# Payment processing



## Invoice

Form: Georgia Tech Graduate Online Admission Form

Transaction ID: GATECHG\_58846419\_20150916082745

Subtotal	\$75.00
 TOTAL:	\$75.00

*(US Dollars)*

## Payment Processing

### Choose A Payment Method

Next Steps: Please choose a payment option ("Credit/Debit Card or Electronic Check") and click the Continue button.

- Credit/Debit Card (*Visa, Mastercard, American Express or Discover*)
- Pay Online with Electronic Check (*U.S. banks ONLY*)

Continue

**Please Note:** Forms that are paid by check will be held for 6 days while the check clears.

Please be sure that all the information on the form is correct. Once you have completed your payment, you will not be able to resubmit this form or change any of the data on it.

## And then...

- Do not mail any document to Georgia Institute of Technology.
  - You will be informed of the Graduate Admission decision by a letter sent by email or/and mail.
  - You will be asked to return a form to accept or decline the admission offer.
-

# When admitted

- **Georgia Tech Lorraine** will provide Graduate Admission with Required Documents **sent by Partner School**
  - Transcript in native language from all colleges/universities attended (Mark Sheets for Each term acceptable) stamped and signed by the Department of International Relations of your school
  - English translation of Transcripts issued from college/university attended with “Official Transcript” mentioned.
  - Copy of TOEIC score sheets certified and signed by the attended college/university.
  - All Official documents need to be prepared with the international office of your school. the Department of International Relations of your school will send all these documents to Corinne GUYOT
-

# Information

If you have any questions on how-to fill in any fields on the online application contact then Mrs Corinne Guyot at [corinne.guyot@georgiatech-metz.fr](mailto:corinne.guyot@georgiatech-metz.fr) and Cc the international relations office of your school

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**See you soon at  
Georgia Tech  
Lorraine!**