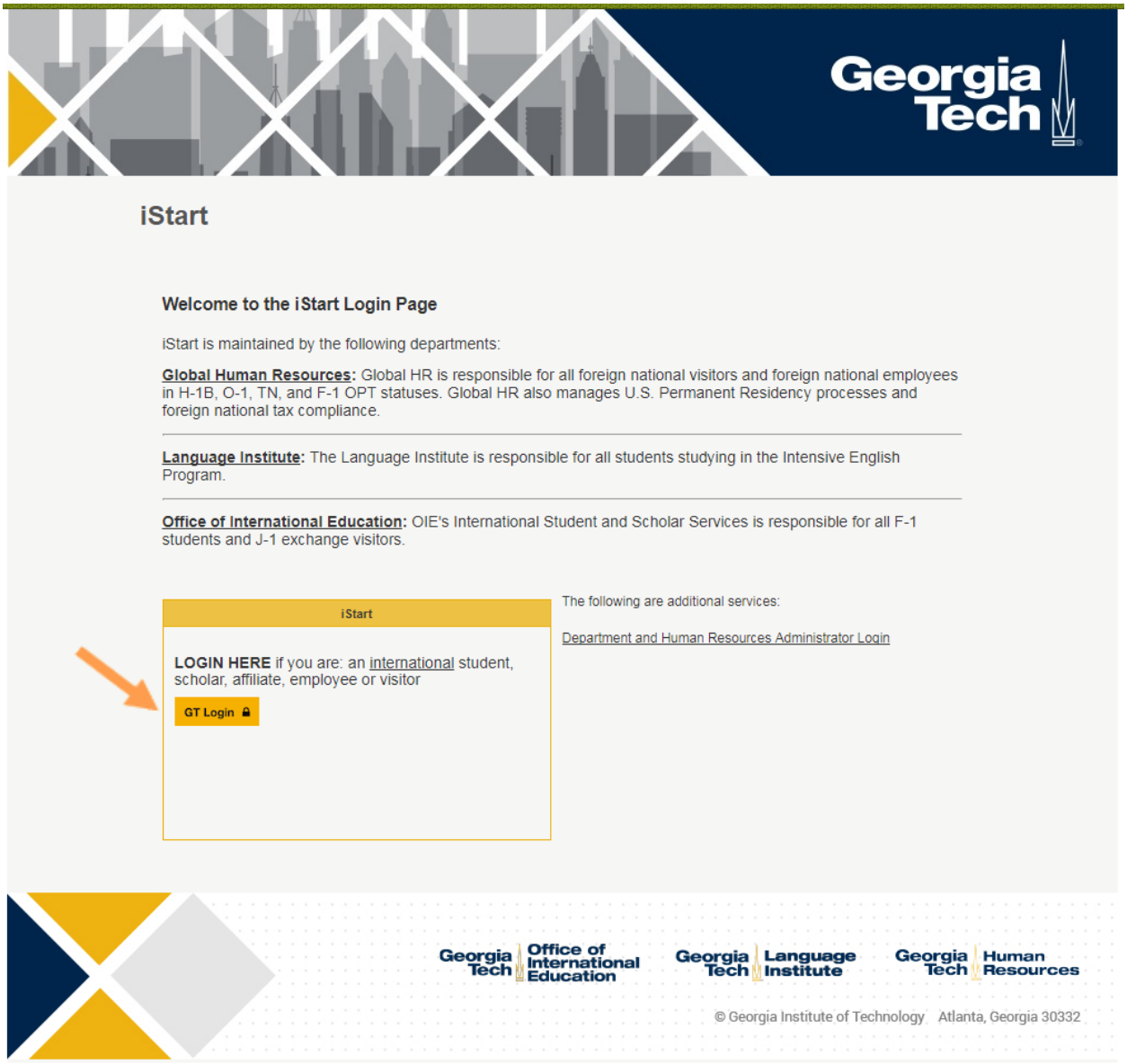
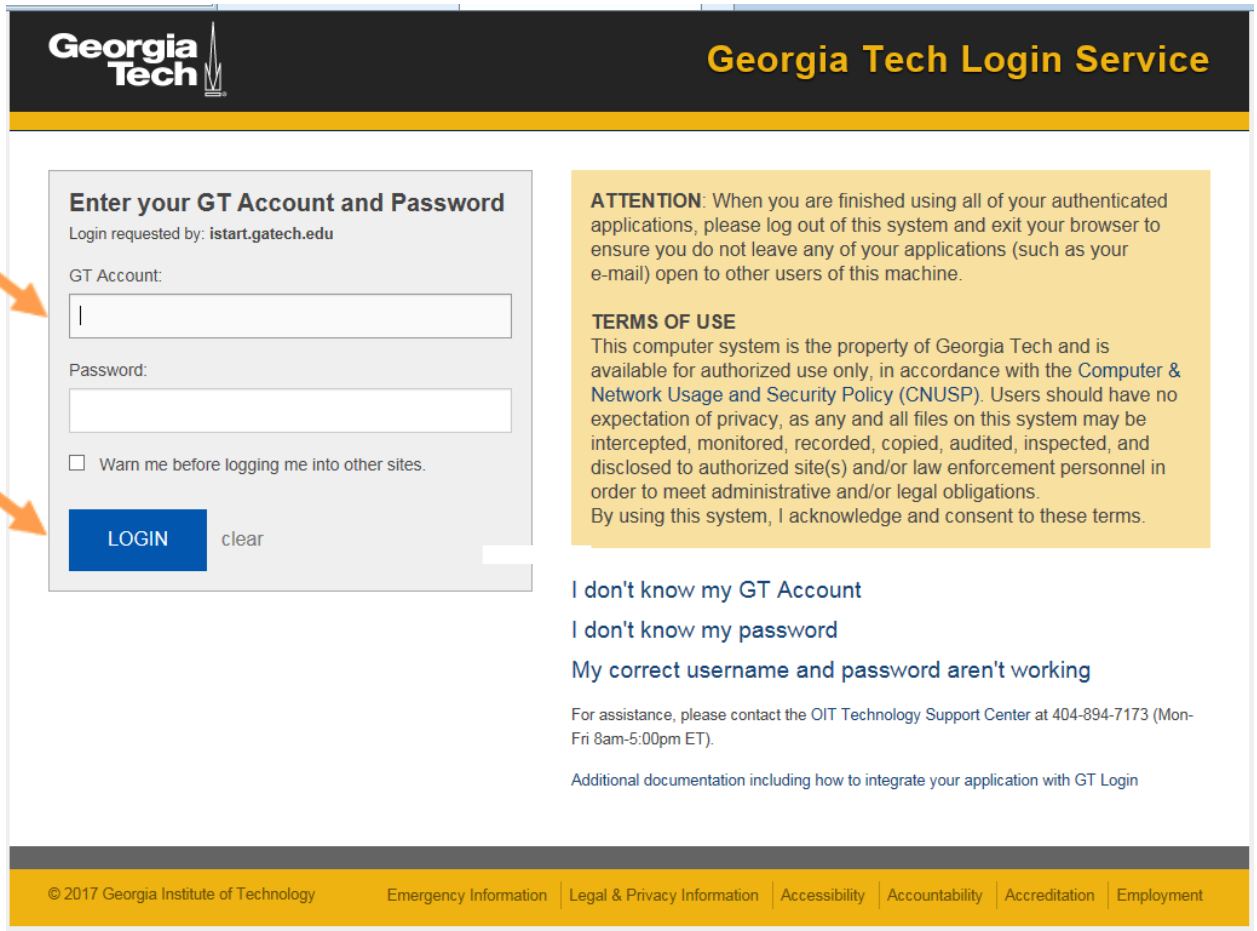
INSTRUCTIONS FOR LOGGING ONTO ISTART ACCOUNT AND COMPLETING EFORMS

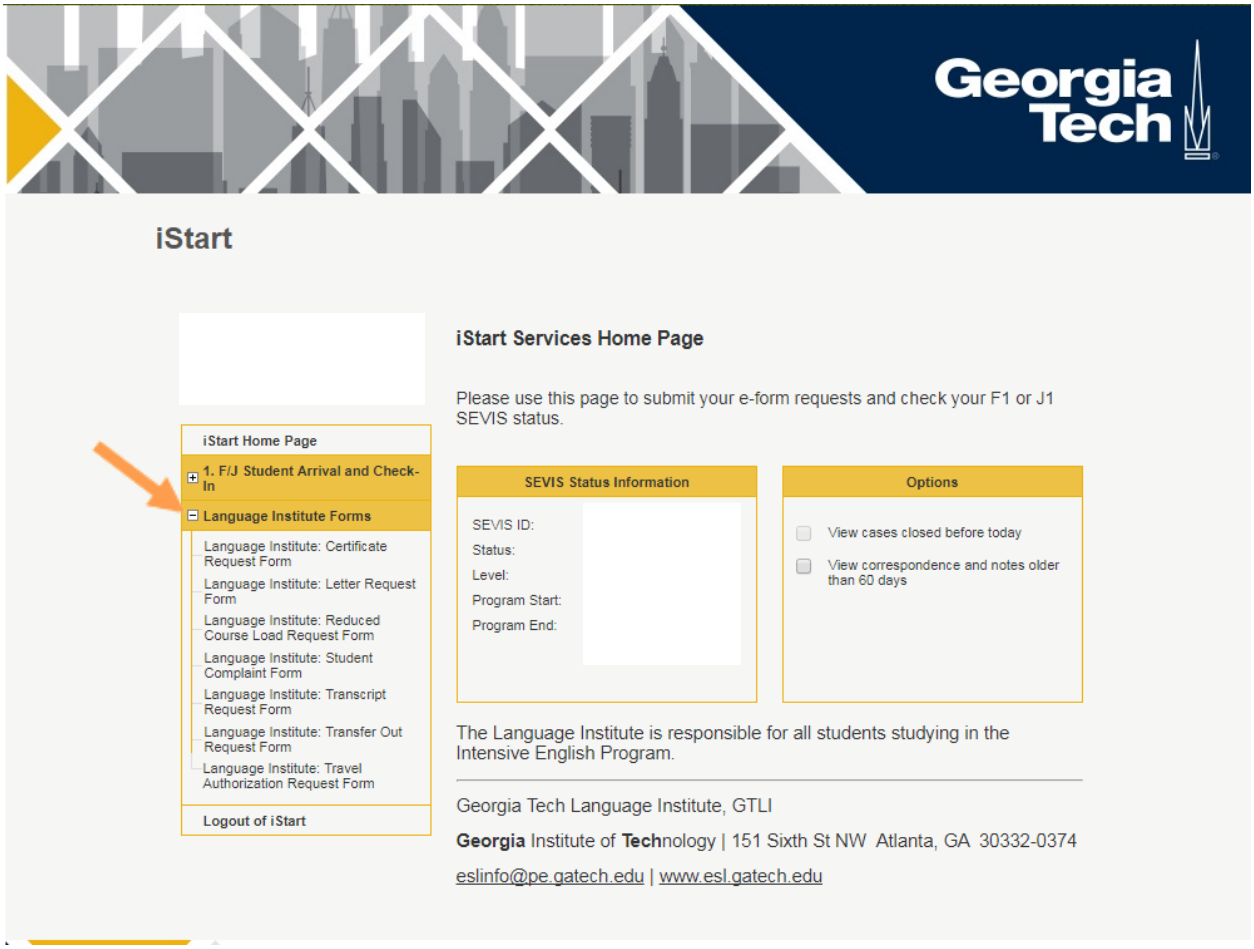
1. Open your web browser and go to istart.gatech.edu
2. Click the gold Login button



3. Log In with your Georgia Tech username and password



4. Click the Language Institute Forms button on the left to choose which e-form you would like to complete

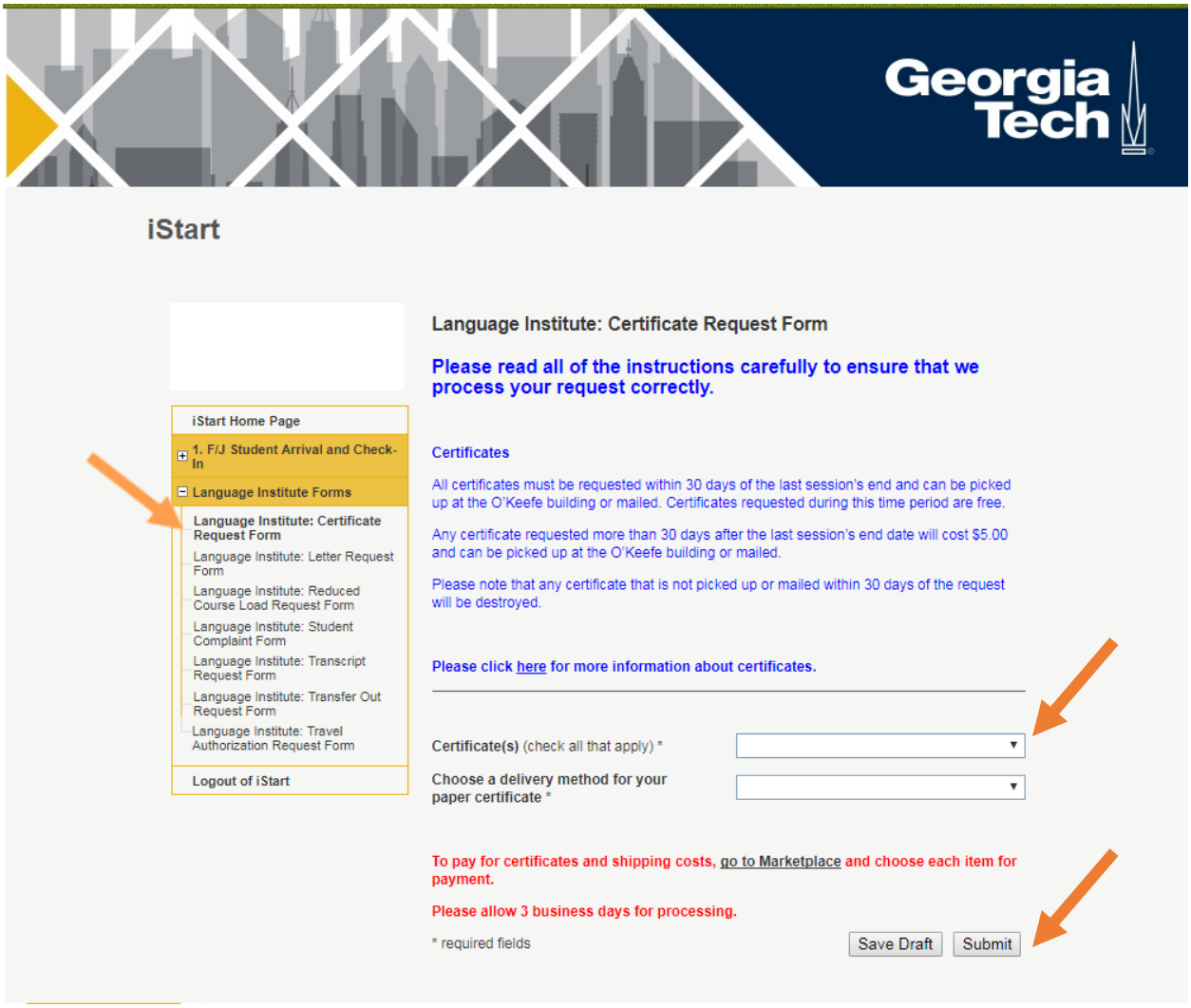


INSTRUCTIONS FOR LOGGING ONTO ISTART ACCOUNT AND COMPLETING EFORMS

The following are screenshots of each e-form:

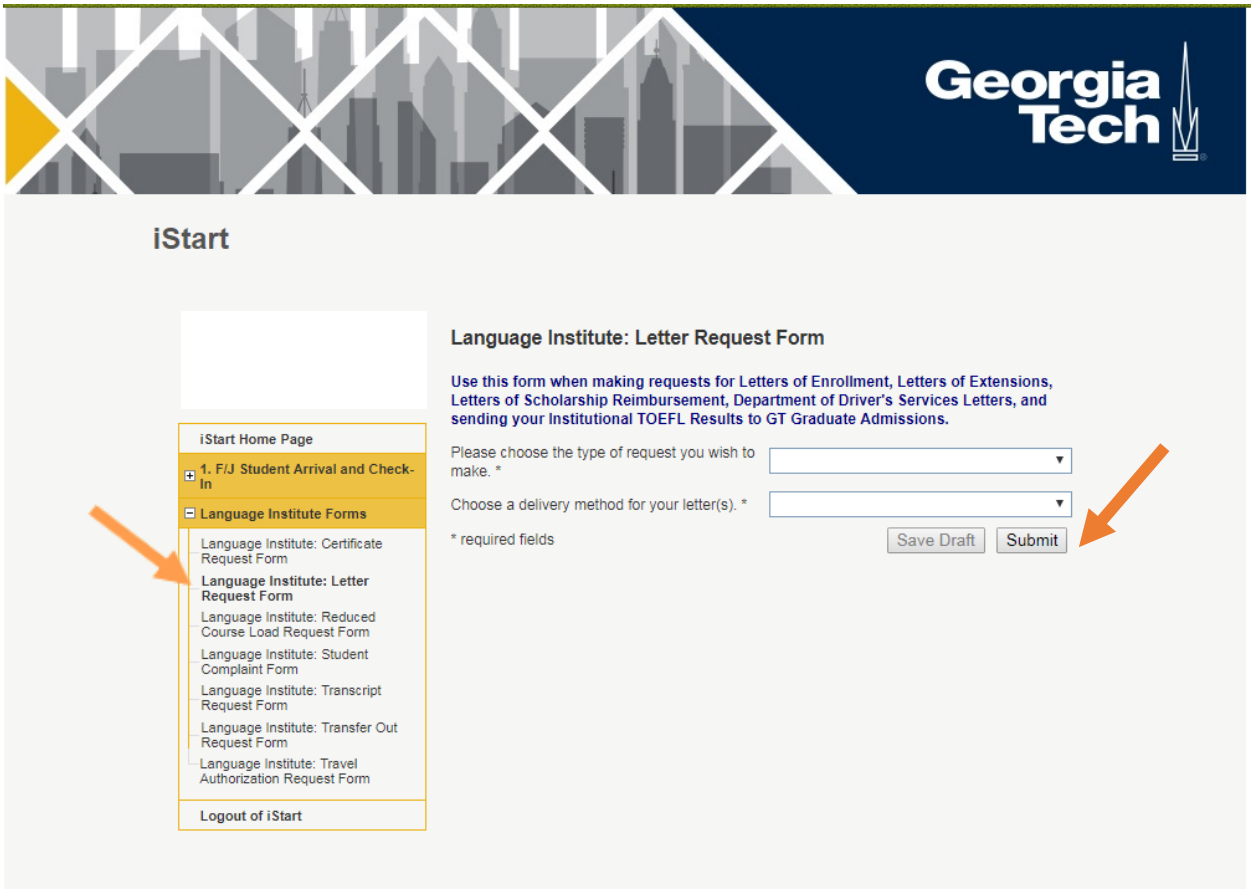
Certificate Request Form

Complete the information, pay, and submit the form.



Letter Request Form

Choose the type of letter you would like. Complete the additional information, if applicable.

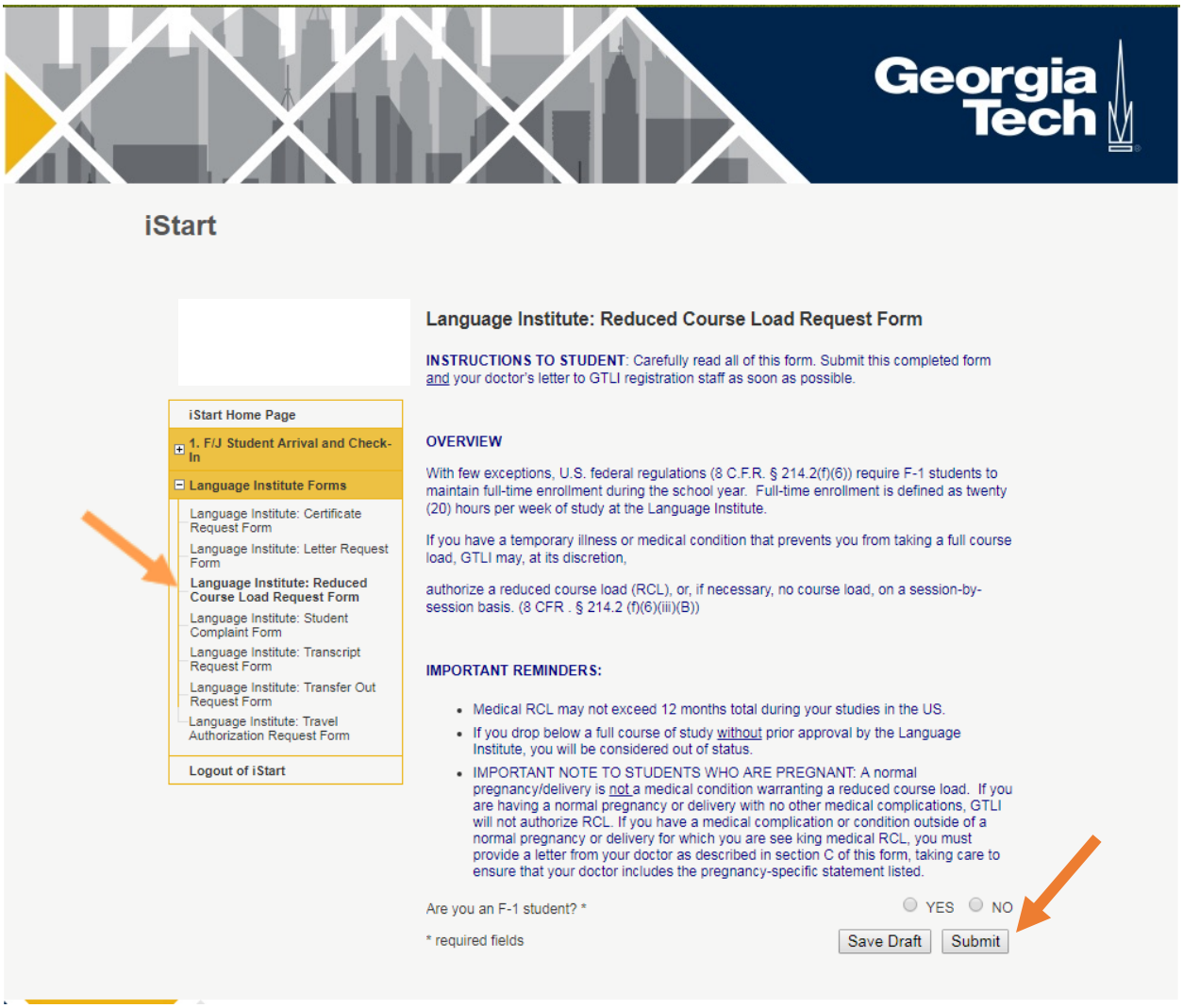


Choose the type of delivery method you would like. Complete the information requested, if applicable. Click submit.

Reduced Course Load Request Form

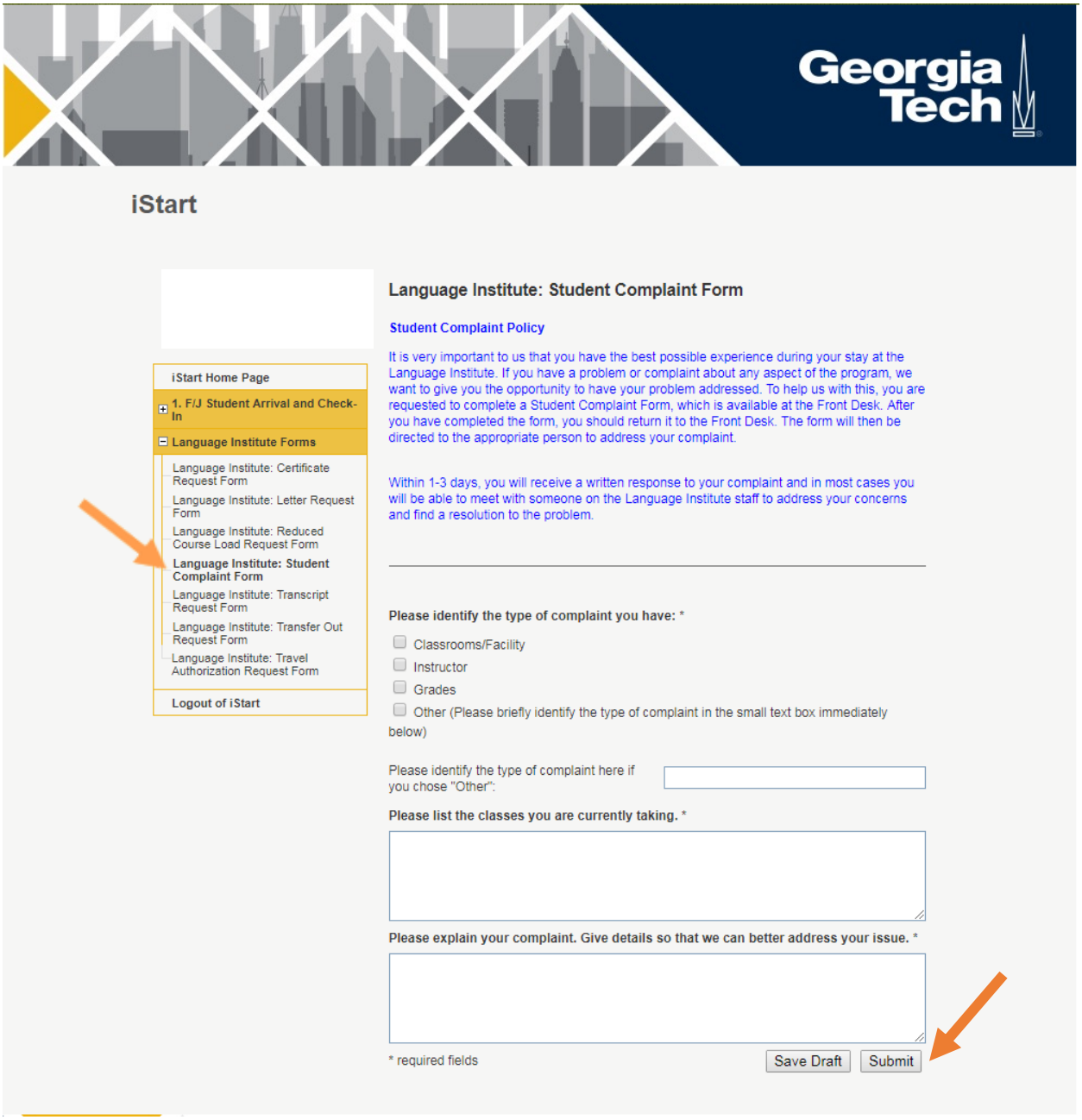
Use this form only if the session has not yet begun. If the session has begun, please complete a withdrawal form instead.

Choose whether or not you are an F-1 student. If you are an F-1, you will be asked to upload a doctor's note authorizing your reduced course load. Once complete, click submit.



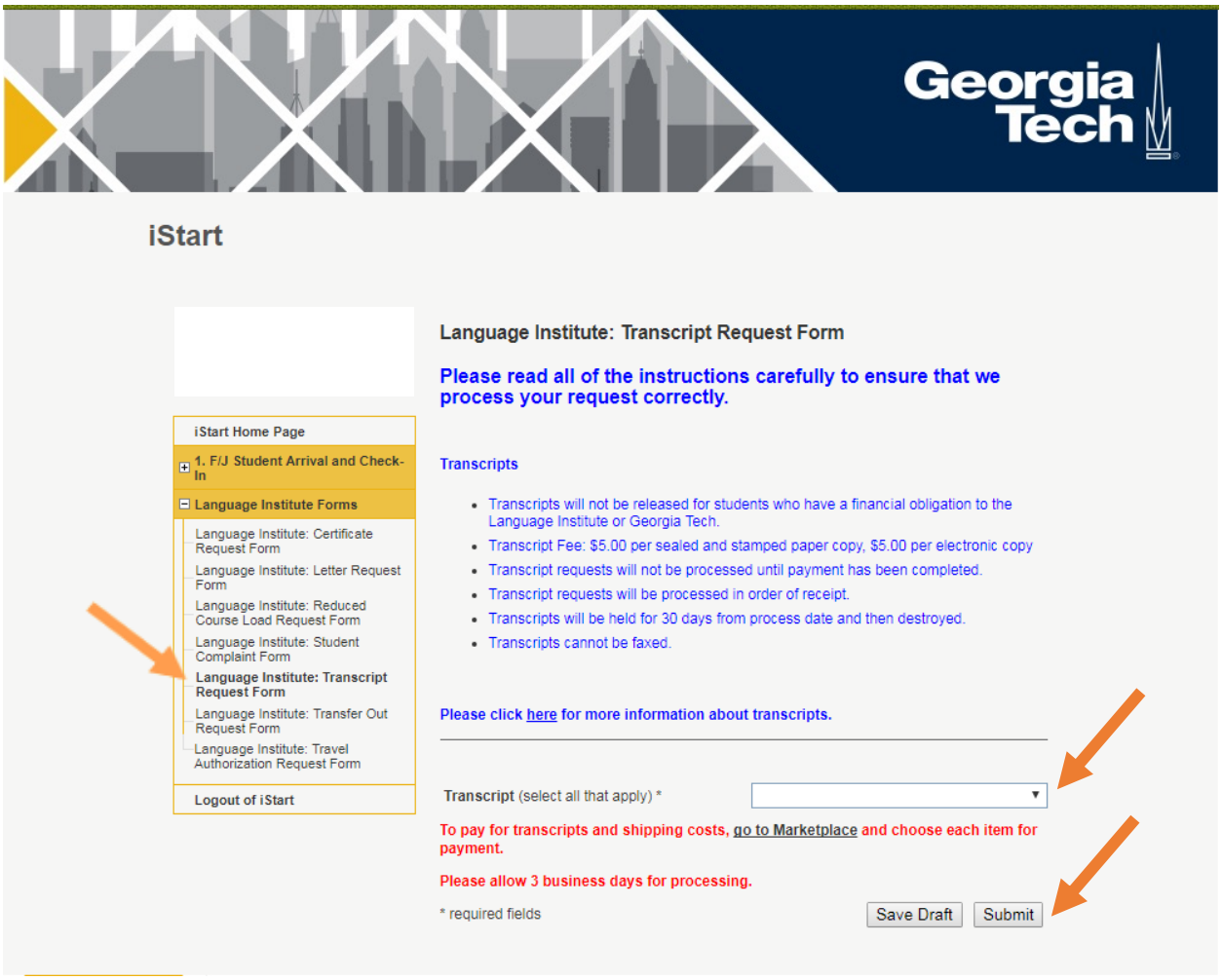
Student Complaint Form

Complete and submit the form. Within 1-3 days, you will receive a written response to your complaint and in most cases you will be able to meet with someone on the Language Institute staff to address your concerns and find a resolution to the problem.



Transcript Request Form

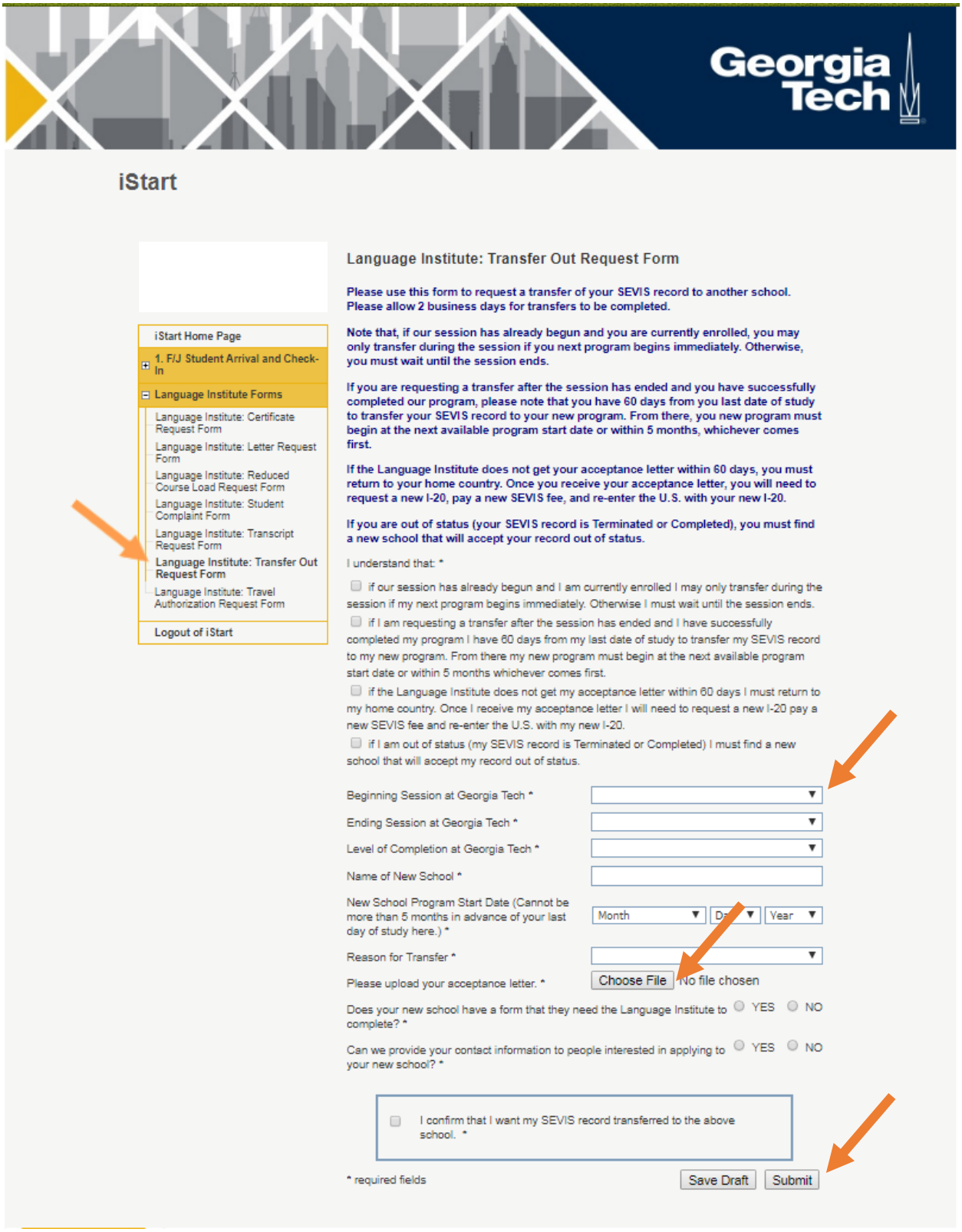
Complete the information, pay, and submit the form.



Transfer Out Request Form

Use if you are an F-1 student in our program.

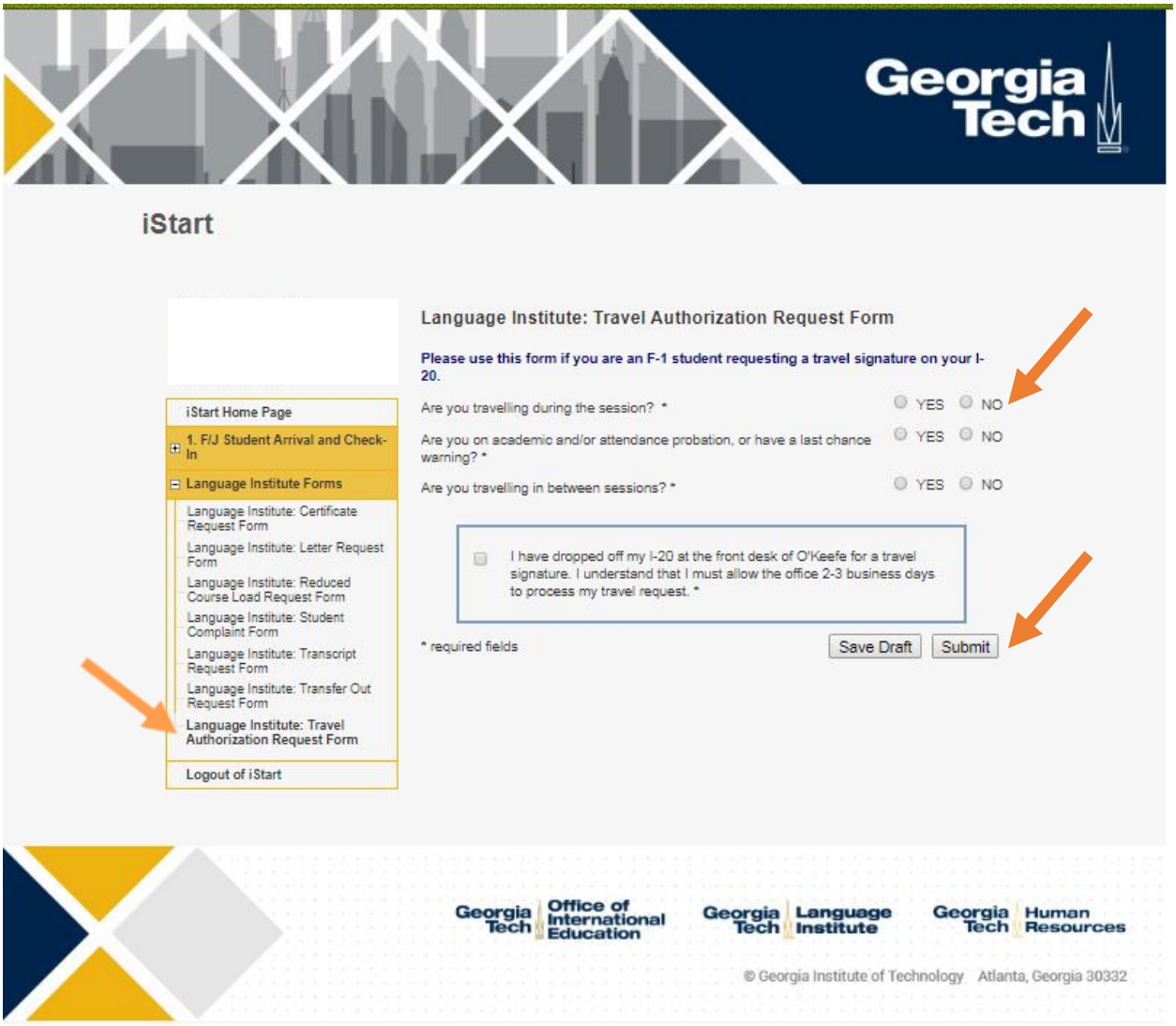
Please complete the requested information, upload your acceptance letter, and click submit.



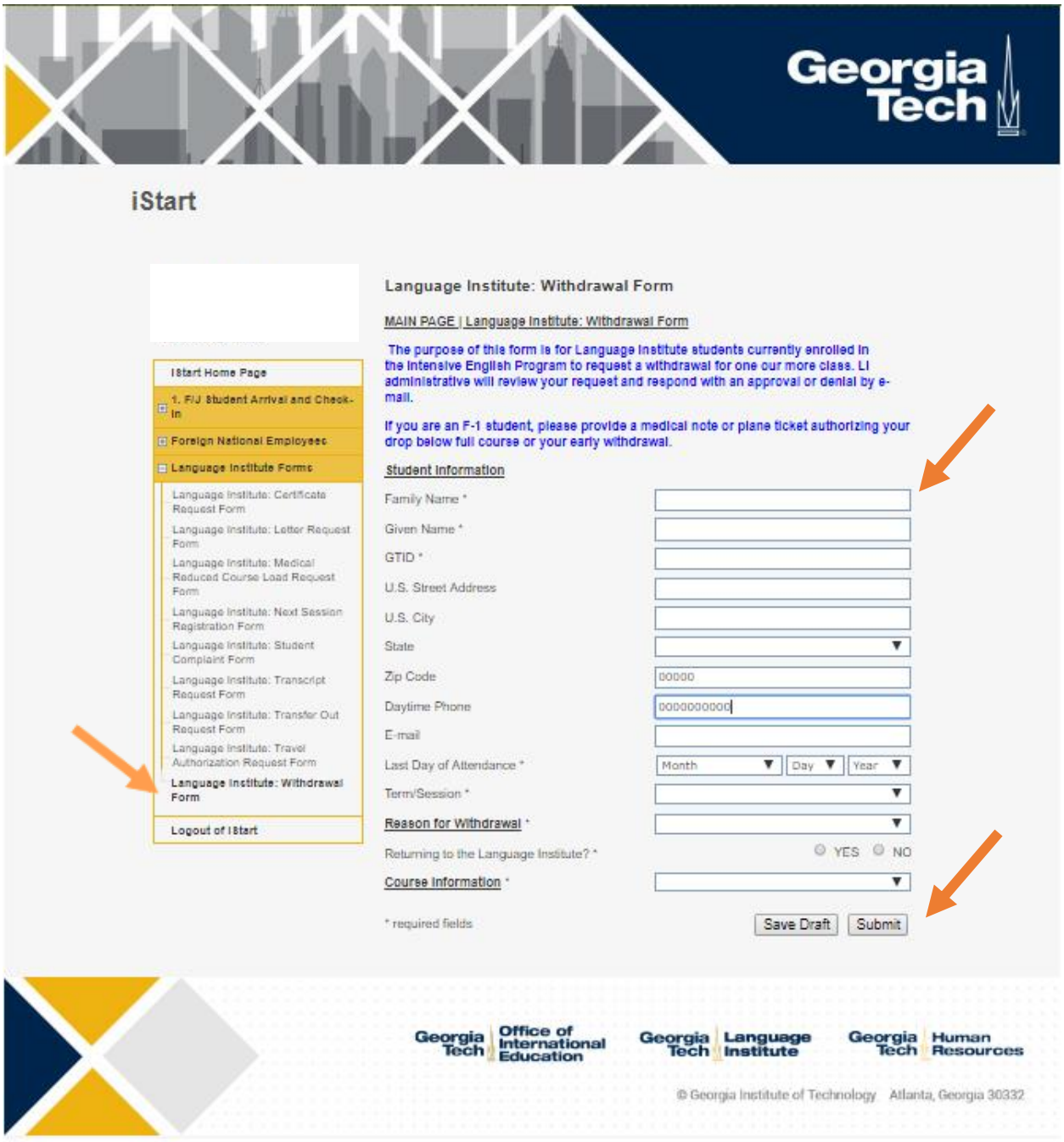
Travel Authorization Request Form

Use this form only if you are an F-1 or F-2 and have an I-20 with us

Please complete the requested information, upload your roundtrip flight itinerary, and click submit.



Withdrawal Form

Use this form only if the session has already begun. If the session has not yet begun, please complete the Next Session Registration Form instead.

Once you submit this form, please allow 1-3 business days for an administrator to process.