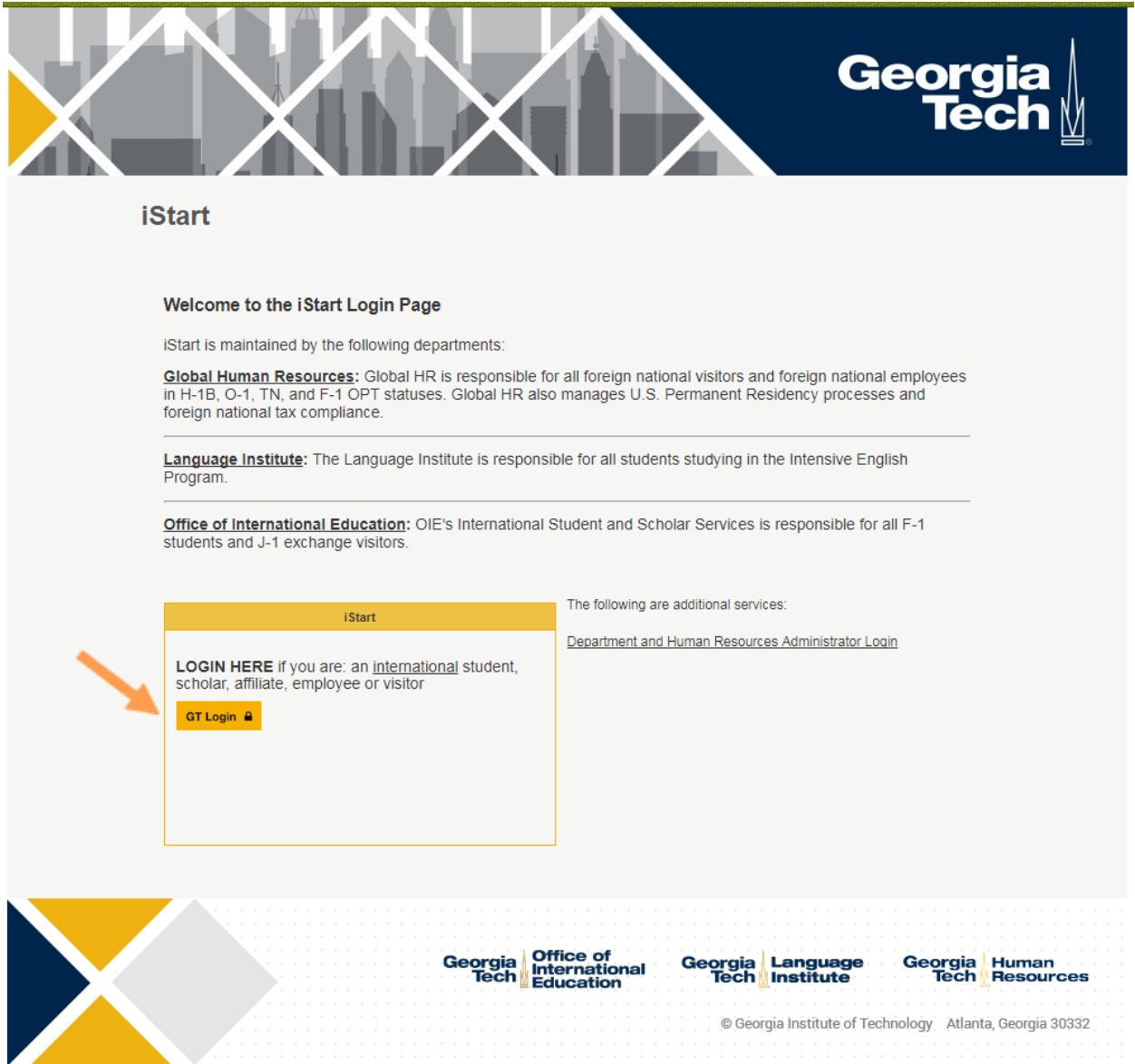


INSTRUCTIONS FOR LOGGING ONTO ISTART ACCOUNT AND COMPLETING EFORMS

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



The screenshot shows the iStart login page. At the top right is the Georgia Tech logo. Below it is the heading "iStart". The main content area is titled "Welcome to the iStart Login Page" and lists the departments responsible for maintaining the system: Global Human Resources, Language Institute, and Office of International Education. A yellow box highlights the "GT Login" button, with an orange arrow pointing to it. To the right of the box, there is a link for "Department and Human Resources Administrator Login". The footer contains logos for Georgia Tech Office of International Education, Georgia Tech Language Institute, and Georgia Tech Human Resources, along with the copyright notice: "© Georgia Institute of Technology Atlanta, Georgia 30332".

Georgia Tech

iStart

Welcome to the iStart Login Page

iStart is maintained by the following departments:

Global Human Resources: Global HR is responsible for all foreign national visitors and foreign national employees in H-1B, O-1, TN, and F-1 OPT statuses. Global HR also manages U.S. Permanent Residency processes and foreign national tax compliance.

Language Institute: The Language Institute is responsible for all students studying in the Intensive English Program.

Office of International Education: OIE's International Student and Scholar Services is responsible for all F-1 students and J-1 exchange visitors.

The following are additional services:

[Department and Human Resources Administrator Login](#)

iStart

LOGIN HERE if you are: an [international](#) student, scholar, affiliate, employee or visitor

GT Login

Georgia Tech Office of International Education Georgia Tech Language Institute Georgia Tech Human Resources

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3. Log In with your Georgia Tech username and password

Georgia Tech **Georgia Tech Login Service**

Enter your GT Account and Password

Login requested by: istart.gatech.edu

GT Account:

Password:

Warn me before logging me into other sites.

[LOGIN](#) [clear](#)

ATTENTION: When you are finished using all of your authenticated applications, please log out of this system and exit your browser to ensure you do not leave any of your applications (such as your e-mail) open to other users of this machine.

TERMS OF USE
This computer system is the property of Georgia Tech and is available for authorized use only, in accordance with the [Computer & Network Usage and Security Policy \(CNUSP\)](#). Users should have no expectation of privacy, as any and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site(s) and/or law enforcement personnel in order to meet administrative and/or legal obligations.
By using this system, I acknowledge and consent to these terms.

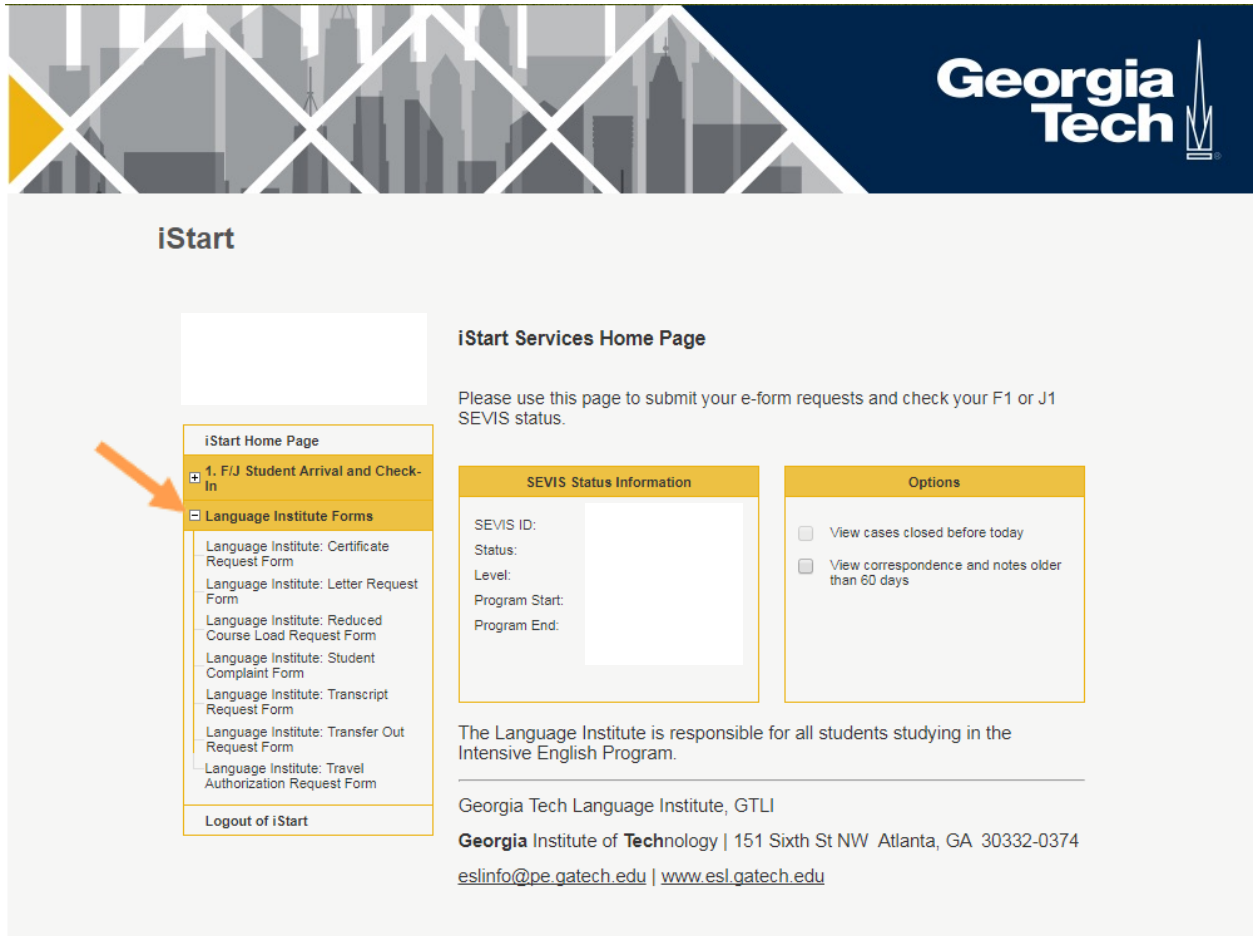
[I don't know my GT Account](#)
[I don't know my password](#)
[My correct username and password aren't working](#)

For assistance, please contact the OIT Technology Support Center at 404-894-7173 (Mon-Fri 8am-5:00pm ET).

[Additional documentation including how to integrate your application with GT Login](#)

© 2017 Georgia Institute of Technology | [Emergency Information](#) | [Legal & Privacy Information](#) | [Accessibility](#) | [Accountability](#) | [Accreditation](#) | [Employment](#)

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



The screenshot shows the iStart Services Home Page. At the top right is the Georgia Tech logo. The page title is "iStart Services Home Page". Below the title is a message: "Please use this page to submit your e-form requests and check your F1 or J1 SEVIS status." There are two main sections: "SEVIS Status Information" and "Options". On the left side, there is a navigation menu with the following items: "iStart Home Page", "1. F/J Student Arrival and Check-In", "Language Institute Forms" (highlighted with an orange arrow), "Language Institute: Certificate Request Form", "Language Institute: Letter Request Form", "Language Institute: Reduced Course Load Request Form", "Language Institute: Student Complaint Form", "Language Institute: Transcript Request Form", "Language Institute: Transfer Out Request Form", "Language Institute: Travel Authorization Request Form", and "Logout of iStart".

iStart

iStart Services Home Page

Please use this page to submit your e-form requests and check your F1 or J1 SEVIS status.

SEVIS Status Information

SEVIS ID:
Status:
Level:
Program Start:
Program End:

Options

View cases closed before today
 View correspondence and notes older than 60 days

The Language Institute is responsible for all students studying in the Intensive English Program.

Georgia Tech Language Institute, GTLI
Georgia Institute of Technology | 151 Sixth St NW Atlanta, GA 30332-0374
eslinfo@pe.gatech.edu | www.esl.gatech.edu

The following are screenshots of each e-form:

Certificate Request Form

Complete the information, pay, and submit the form.

Georgia Tech

iStart

Language Institute: Certificate Request Form

Please read all of the instructions carefully to ensure that we process your request correctly.

Certificates

All certificates must be requested within 30 days of the last session's end and can be picked up at the O'Keefe building or mailed. Certificates requested during this time period are free.

Any certificate requested more than 30 days after the last session's end date will cost \$5.00 and can be picked up at the O'Keefe building or mailed.

Please note that any certificate that is not picked up or mailed within 30 days of the request will be destroyed.

Please click [here](#) for more information about certificates.

Certificate(s) (check all that apply) *

Choose a delivery method for your paper certificate *

To pay for certificates and shipping costs, [go to Marketplace](#) and choose each item for payment.

Please allow 3 business days for processing.

* required fields

Save Draft Submit

Letter Request Form

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

iStart

Language Institute: Letter Request Form

Use this form when making requests for Letters of Enrollment, Letters of Extensions, Letters of Scholarship Reimbursement, Department of Driver's Services Letters, and sending your Institutional TOEFL Results to GT Graduate Admissions.

Please choose the type of request you wish to make. *

Choose a delivery method for your letter(s). *

* required fields

Save Draft Submit

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.

iStart

Language Institute: Reduced Course Load Request Form

INSTRUCTIONS TO STUDENT: Carefully read all of this form. Submit this completed form and your doctor's letter to GTLI registration staff as soon as possible.

OVERVIEW

With few exceptions, U.S. federal regulations (8 C.F.R. § 214.2(f)(6)) require F-1 students to maintain full-time enrollment during the school year. Full-time enrollment is defined as twenty (20) hours per week of study at the Language Institute.

If you have a temporary illness or medical condition that prevents you from taking a full course load, GTLI may, at its discretion, authorize a reduced course load (RCL), or, if necessary, no course load, on a session-by-session basis. (8 CFR . § 214.2 (f)(6)(iii)(B))

IMPORTANT REMINDERS:

- Medical RCL may not exceed 12 months total during your studies in the US.
- If you drop below a full course of study without prior approval by the Language Institute, you will be considered out of status.
- **IMPORTANT NOTE TO STUDENTS WHO ARE PREGNANT:** A normal pregnancy/delivery is not a medical condition warranting a reduced course load. If you are having a normal pregnancy or delivery with no other medical complications, GTLI will not authorize RCL. If you have a medical complication or condition outside of a normal pregnancy or delivery for which you are seeking medical RCL, you must provide a letter from your doctor as described in section C of this form, taking care to ensure that your doctor includes the pregnancy-specific statement listed.

Are you an F-1 student? * YES NO

* required fields

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.

iStart

Language Institute: Student Complaint Form

Student Complaint Policy

It is very important to us that you have the best possible experience during your stay at the Language Institute. If you have a problem or complaint about any aspect of the program, we want to give you the opportunity to have your problem addressed. To help us with this, you are requested to complete a Student Complaint Form, which is available at the Front Desk. After you have completed the form, you should return it to the Front Desk. The form will then be directed to the appropriate person to address your complaint.

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.

Please identify the type of complaint you have: *

- Classrooms/Facility
- Instructor
- Grades
- Other (Please briefly identify the type of complaint in the small text box immediately below)

Please identify the type of complaint here if you chose "Other":

Please list the classes you are currently taking. *

Please explain your complaint. Give details so that we can better address your issue. *

* required fields

Transcript Request Form

Complete the information, pay, and submit the form.



iStart

- iStart Home Page
- 1. F/J Student Arrival and Check-In
 - Language Institute Forms
 - Language Institute: Certificate Request Form
 - Language Institute: Letter Request Form
 - Language Institute: Reduced Course Load Request Form
 - Language Institute: Student Complaint Form
 - Language Institute: Transcript Request Form**
 - Language Institute: Transfer Out Request Form
 - Language Institute: Travel Authorization Request Form
- Logout of iStart

Language Institute: Transcript Request Form

Please read all of the instructions carefully to ensure that we process your request correctly.

Transcripts

- Transcripts will not be released for students who have a financial obligation to the Language Institute or Georgia Tech.
- Transcript Fee: \$5.00 per sealed and stamped paper copy, \$5.00 per electronic copy
- Transcript requests will not be processed until payment has been completed.
- Transcript requests will be processed in order of receipt.
- Transcripts will be held for 30 days from process date and then destroyed.
- Transcripts cannot be faxed.

Please click [here](#) for more information about transcripts.

Transcript (select all that apply) *

To pay for transcripts and shipping costs, go to [Marketplace](#) and choose each item for payment.

Please allow 3 business days for processing.

* required fields

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.



iStart

- iStart Home Page
- 1. FJ Student Arrival and Check-In
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 - Language Institute: Student Complaint Form
 - Language Institute: Transcript Request Form
 - Language Institute: Transfer Out Request Form
 - Language Institute: Travel Authorization Request Form
- Logout of iStart

Language Institute: Transfer Out Request Form

Please use this form to request a transfer of your SEVIS record to another school. Please allow 2 business days for transfers to be completed.

Note that, if our session has already begun and you are currently enrolled, you may only transfer during the session if you next program begins immediately. Otherwise, you must wait until the session ends.

If you are requesting a transfer after the session has ended and you have successfully completed our program, please note that you have 60 days from your last date of study to transfer your SEVIS record to your new program. From there, your new program must begin at the next available program start date or within 5 months, whichever comes first.

If the Language Institute does not get your acceptance letter within 60 days, you must return to your home country. Once you receive your acceptance letter, you will need to request a new I-20, pay a new SEVIS fee, and re-enter the U.S. with your new I-20.

If you are out of status (your SEVIS record is Terminated or Completed), you must find a new school that will accept your record out of status.

I understand that: *

- if our session has already begun and I am currently enrolled I may only transfer during the session if my next program begins immediately. Otherwise I must wait until the session ends.
- if I am requesting a transfer after the session has ended and I have successfully completed my program I have 60 days from my last date of study to transfer my SEVIS record to my new program. From there my new program must begin at the next available program start date or within 5 months whichever comes first.
- if the Language Institute does not get my acceptance letter within 60 days I must return to my home country. Once I receive my acceptance letter I will need to request a new I-20 pay a new SEVIS fee and re-enter the U.S. with my new I-20.
- if I am out of status (my SEVIS record is Terminated or Completed) I must find a new school that will accept my record out of status.

Beginning Session at Georgia Tech *

Ending Session at Georgia Tech *

Level of Completion at Georgia Tech *

Name of New School *

New School Program Start Date (Cannot be more than 5 months in advance of your last day of study here.) * Month Day Year

Reason for Transfer *

Please upload your acceptance letter. * No file chosen

Does your new school have a form that they need the Language Institute to complete? * YES NO

Can we provide your contact information to people interested in applying to your new school? * YES NO

I confirm that I want my SEVIS record transferred to the above school. *

* required fields



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.

iStart

Language Institute: Travel Authorization Request Form

Please use this form if you are an F-1 student requesting a travel signature on your I-20.

Are you travelling during the session? * YES NO

Are you on academic and/or attendance probation, or have a last chance warning? * YES NO

Are you travelling in between sessions? * YES NO

I have dropped off my I-20 at the front desk of O'Keefe for a travel signature. I understand that I must allow the office 2-3 business days to process my travel request. *

* required fields

Save Draft Submit

Navigation Menu:

- iStart Home Page
- 1. F/J Student Arrival and Check-In
- Language Institute Forms
 - Language Institute: Certificate Request Form
 - Language Institute: Letter Request Form
 - Language Institute: Reduced Course Load Request Form
 - Language Institute: Student Complaint Form
 - Language Institute: Transcript Request Form
 - Language Institute: Transfer Out Request Form
 - Language Institute: Travel Authorization Request Form
- Logout of iStart

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.

iStart

Language Institute: Withdrawal Form

[MAIN PAGE](#) | [Language Institute: Withdrawal Form](#)

The purpose of this form is for Language Institute students currently enrolled in the Intensive English Program to request a withdrawal for one or more classes. LI administrative will review your request and respond with an approval or denial by e-mail.

If you are an F-1 student, please provide a medical note or plane ticket authorizing your drop below full course or your early withdrawal.

Student Information

Family Name *

Given Name *

GTID *

U.S. Street Address

U.S. City

State

Zip Code

Daytime Phone

E-mail

Last Day of Attendance *

Term/Session *

Reason for Withdrawal *

Returning to the Language Institute? * YES NO

Course Information *

* required fields

Georgia Tech Office of International Education **Georgia Tech Language Institute** **Georgia Tech Human Resources**

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