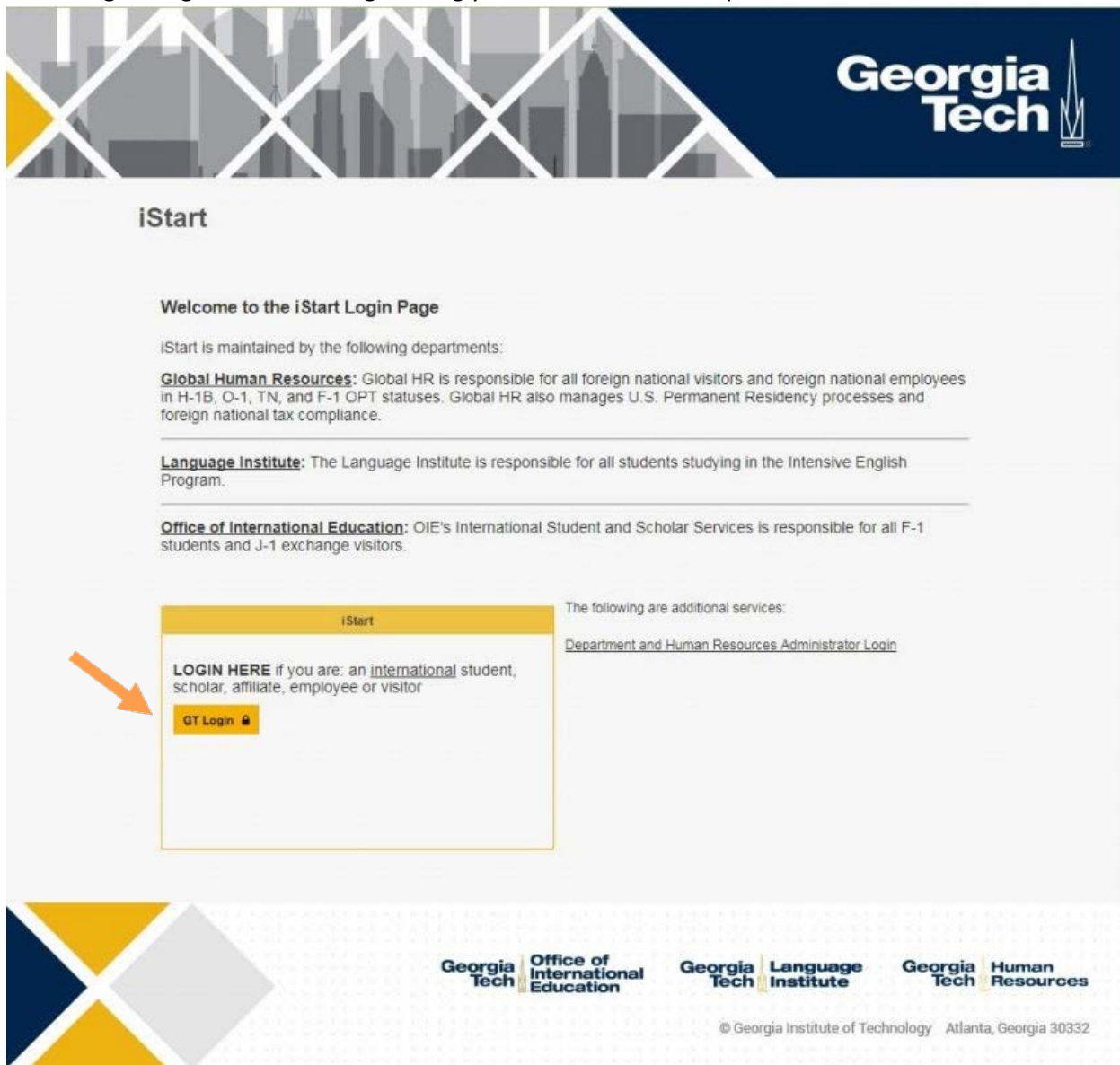


INSTRUCTIONS FOR CREATING AN ISTART ACCOUNT AND COMPLETING DOCUMENT VERIFICATION

1. Open your web browser and go to istart.gatech.edu
2. Click the gold Login button and log in using your GT user name and password



The screenshot shows the iStart login page. At the top right is the Georgia Tech logo. The page title is "iStart". Below the title is a "Welcome to the iStart Login Page" section. It lists three departments: Global Human Resources, Language Institute, and Office of International Education. Below this is a section for "Additional services" with a link to "Department and Human Resources Administrator Login". A yellow box highlights the "GT Login" button, with an orange arrow pointing to it from the left. The text inside the box says "LOGIN HERE if you are: an international student, scholar, affiliate, employee or visitor".

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](#)

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. Click on Language Institute Forms and choose Language Institute: Next Session Registration Form.

The screenshot shows the iStart Services Home Page. At the top right is the Georgia Tech logo. The main content area is titled 'iStart Services Home Page' and includes instructions: 'Please use this page to submit your e-form requests and check your F1 or J1 SEVIS status.' There are two main panels: 'SEVIS Status Information' and 'Options'. The 'Options' panel has two checkboxes: 'View cases closed before today' and 'View correspondence and notes older than 60 days'. A sidebar on the left contains a menu with the following items: 'iStart Home Page', '1. F/J Student Arrival and Check-In', 'Foreign National Employees', 'Language Institute Forms' (highlighted with an orange arrow), 'Language Institute: Certificate Request Form', 'Language Institute: Letter Request Form', 'Language Institute: Medical Reduced Course Load Request Form', 'Language Institute: Next Session Registration Form' (highlighted with an orange arrow), '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'. Below the main content, there is a paragraph: 'The Language Institute is responsible for all students studying in the Intensive English Program.' followed by contact information for 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 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'.

4. If you plan on returning for the next session, please select "Yes."

The screenshot shows the iStart website interface. At the top right is the Georgia Tech logo. The main heading is "iStart". On the left is a navigation menu with the following items: "iStart Home Page", "1. F/IJ Student Arrival and Check-In", "Foreign National Employees", "Language Institute Forms" (expanded to show: "Language Institute: Certificate Request Form", "Language Institute: Letter Request Form", "Language Institute: Medical Reduced Course Load Request Form", "Language Institute: Next Session Registration 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". The main content area is titled "Language Institute: Next Session Registration Form" and includes a "Register Now for the [] Session" button. Below this is a question: "Do you plan to return next session? *". To the right of this question is a dropdown menu with "Yes" selected and "No" as an option. An orange arrow points to the "Yes" option. Below the question is the text "* required fields". At the bottom of the page are 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".

a. Next, indicate the level at which you plan to study for the following session.



iStart

Language Institute: Next Session Registration Form

Register Now for the Session

- iStart Home Page
- + 1. F/J Student Arrival and Check-In
- + Foreign National Employees
- Language Institute Forms
 - Language Institute: Certificate Request Form
 - Language Institute: Letter Request Form
 - Language Institute: Medical Reduced Course Load Request Form
 - Language Institute: Next Session Registration 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

How do I register? Complete and submit this form. The deadline to submit this form is Friday, October 6th. If you are not sure what to check, come to Room 108 in the O'Keefe Building.

Do you plan to return next session? *

Now let us know what level and courses you want to take. Please note that the courses you can take will depend on the final grades from your classes this session. The Specific Purpose Track courses often fill up quickly, so be sure to register early if you plan to take one or more of them.

Note that F-1 students must register for 4 classes.

First, please indicate your level for the next session. *

* required fields

- 100
- 200
- 300
- 400
- 500
- 600
- 700
- Specific Purposes
- Combination of Academic Levels and/or Specific Purpose



INSTRUCTIONS FOR CREATING AN ISTART ACCOUNT AND COMPLETING DOCUMENT VERIFICATION

- i. For levels 100-700, choose the corresponding level. Note that F-1 students must choose all four classes:

Language Institute: Next Session Registration Form

Register Now for the [] Session

How do I register? Complete and submit this form. The deadline to submit this form is Friday, October 6th. If you are not sure what to check, come to Room 108 in the O'Keefe Building.

Do you plan to return next session? *

Now let us know what level and courses you want to take. Please note that the courses you can take will depend on the final grades from your classes this session. The Specific Purpose Track courses often fill up quickly, so be sure to register early if you plan to take one or more of them.

Note that F-1 students must register for 4 classes.

First, please indicate your level for the next session. *

Next, please indicate the classes you want. *

- Grammar
- Writing
- Reading
- Speaking/Listening

* required fields

Save Draft Submit

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

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- ii. Depending on your level and course offerings, you may be able to choose Specific Purpose Track courses only. Please read the instructions careful before making your selection. Note that F-1 students must choose all four classes. See below for an example:



iStart

Language Institute: Next Session Registration Form

Register Now for the Session

How do I register? Complete and submit this form. The deadline to submit this form is Friday, October 6th. If you are not sure what to check, come to Room 108 in the O'Keefe Building.

Do you plan to return next session? *

Now let us know what level and courses you want to take. Please note that the courses you can take will depend on the final grades from your classes this session. The Specific Purpose Track courses often fill up quickly, so be sure to register early if you plan to take one or more of them.

Note that F-1 students must register for 4 classes.

First, please indicate your level for the next session. *

Please indicate the classes you want. These classes are for 500, 600, & 700 Level Students only. *

- Blogging for a World Audience
- Current Events
- TOEFL Prep

Please indicate the classes you want. Admissions 101 is for 600 and 700 level students only.

- Admissions 101

* required fields

iStart Home Page

- 1. F/IJ Student Arrival and Check-In
- Foreign National Employees
- Language Institute Forms
 - Language Institute: Certificate Request Form
 - Language Institute: Letter Request Form
 - Language Institute: Medical Reduced Course Load Request Form
 - Language Institute: Next Session Registration 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

INSTRUCTIONS FOR CREATING AN ISTART ACCOUNT AND COMPLETING DOCUMENT VERIFICATION

- iii. Depending on your level and course offerings, you may be able to choose a combination of Specific Purpose Track and academic level courses. Please read the instructions carefully before making your selection. Note that F-1 students must choose all four classes. You may provide additional information in the comment box that is provided. See below for an example:

The screenshot shows the 'iStart' interface for the 'Language Institute: Next Session Registration Form'. The page title is 'Language Institute: Next Session Registration Form' with a sub-header 'Register Now for the [blank] Session'. A left-hand navigation menu is visible, with 'Language Institute Forms' expanded to show various options, including 'Language Institute: Next Session Registration Form'. The main form area contains several sections:

- Registration Instructions:** 'How do I register? Complete and submit this form. The deadline to submit this form is Friday, October 6th. If you are not sure what to check, come to Room 108 in the O'Keefe Building.'
- Return Session:** 'Do you plan to return next session?' with a dropdown menu set to 'Yes'.
- Level Selection:** 'First, please indicate your level for the next session.' with a dropdown menu set to 'Combination of Academic Levels and/or'. An orange arrow points to this dropdown.
- Class Selection:** 'Next, please indicate the classes you want.' with checkboxes for Grammar, Writing, Reading, and Speaking/Listening.
- Additional Classes:** 'Please indicate the classes you want. These classes are for 500, 600, & 700 Level Students only.' with checkboxes for Blogging for a World Audience, Current Events, and TOEFL Prep.
- Admissions 101:** 'Please indicate the classes you want. Admissions 101 is for 600 and 700 level students only.' with a checkbox for Admissions 101.
- Comments:** A text area for providing additional information. An orange arrow points to this area.
- Buttons:** 'Save Draft' and 'Submit' buttons.

At the bottom of the page, there are 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'.

INSTRUCTIONS FOR CREATING AN ISTART ACCOUNT AND COMPLETING DOCUMENT VERIFICATION

- b. Once you have made your selections, you can then click the “Submit” button. If you are not sure about your choices, you can save your work and come back later by clicking “Save Draft”. If you choose this option, please come to room 108 in the O’Keefe Building for assistance.



iStart

Language Institute: Next Session Registration Form

Register Now for the [] Session

- iStart Home Page
- 1. F/J Student Arrival and Check-In
- Foreign National Employees
- Language Institute Forms
 - Language Institute: Certificate Request Form
 - Language Institute: Letter Request Form
 - Language Institute: Medical Reduced Course Load Request Form
 - Language Institute: Next Session Registration 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

How do I register? Complete and submit this form. The deadline to submit this form is Friday, October 6th. If you are not sure what to check, come to Room 108 in the O’Keefe Building.

Do you plan to return next session? * Yes

Now let us know what level and courses you want to take. Please note that the courses you can take will depend on the final grades from your classes this session. The Specific Purpose Track courses often fill up quickly, so be sure to register early if you plan to take one or more of them.

Note that F-1 students must register for 4 classes.

First, please indicate your level for the next session. * 100

Next, please indicate the classes you want. *

- Grammar
- Writing
- Reading
- Speaking/Listening

* required fields

Save Draft Submit



Georgia Tech Office of International Education

Georgia Tech Language Institute

Georgia Tech Human Resources

5. If you do not plan to return, choose "No."

Georgia Tech

iStart

Language Institute: Next Session Registration Form

Register Now for the Session

How do I register? Complete and submit this form. The deadline to submit this form is Friday, October 6th. If you are not sure what to check, come to Room 108 in the O'Keefe Building.

Do you plan to return next session? *

* required fields

Yes
No

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a. Choose one of the following options based on your situation:

Georgia Tech

iStart

Language Institute: Next Session Registration Form

Register Now for the _____ Session

How do I register? Complete and submit this form. The deadline to submit this form is Friday, October 6th. If you are not sure what to check, come to Room 108 in the O'Keefe Building.

Do you plan to return next session? *

If you do not plan to study for the next session, please check the appropriate box: *

* required fields

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INSTRUCTIONS FOR CREATING AN ISTART ACCOUNT AND COMPLETING DOCUMENT VERIFICATION

- i. If you are an F-1 student wishing to take an Authorized Break and stay in the U.S. for one session, please choose “I am requesting an Authorized Break.” Please note that you may only choose this option if you have studied for five sessions in a row. Please read the statements and click the checkboxes to confirm that you understand the eligibility requirements:



iStart

Language Institute: Next Session Registration Form

Register Now for the Session

How do I register? Complete and submit this form. The deadline to submit this form is Friday, October 6th. If you are not sure what to check, come to Room 108 in the O’Keefe Building.

Do you plan to return next session? *

If you do not plan to study for the next session, please check the appropriate box: *

Please read and check the following: *

- I understand that I can only take an Authorized Break and stay in the U.S. if I have studied at the Language Institute for four sessions in a row.
- If I request an Authorized Break without having studying for four sessions my request will be denied.
- I understand that leaving the country for one session is NOT the same as an authorized break.
- I understand that a \$500 non-refundable deposit is required in addition to a health insurance fee.

* required fields

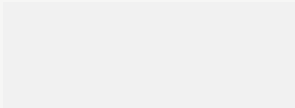
iStart Home Page

- 1. F/J Student Arrival and Check-In
- Foreign National Employees
- Language Institute Forms
 - Language Institute: Certificate Request Form
 - Language Institute: Letter Request Form
 - Language Institute: Medical Reduced Course Load Request Form
 - Language Institute: Next Session Registration 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

- ii. If you are leaving the U.S. and plan to return for the following session, please choose the corresponding option and complete the required sections:



iStart



Language Institute: Next Session Registration Form

Register Now for the [] Session

- iStart Home Page
- 1. F/J Student Arrival and Check-In
- Foreign National Employees
- Language Institute Forms
 - Language Institute: Certificate Request Form
 - Language Institute: Letter Request Form
 - Language Institute: Medical Reduced Course Load Request Form
 - Language Institute: Next Session Registration 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

How do I register? Complete and submit this form. The deadline to submit this form is Friday, October 6th. If you are not sure what to check, come to Room 108 in the O'Keefe Building.

Do you plan to return next session? * [No]

If you do not plan to study for the next session, please check the appropriate box: * [I am leaving the U.S. and will return for]

Please read and check the following: *

If I leave the U.S. for one session I must leave before the the session begins.

* required fields

Save Draft

Submit

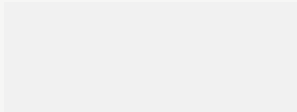


INSTRUCTIONS FOR CREATING AN ISTART ACCOUNT AND COMPLETING DOCUMENT VERIFICATION

- iii. If you are leaving the U.S. and do not plan to return, please choose the corresponding option and complete the required sections:



iStart



Language Institute: Next Session Registration Form

Register Now for the _____ Session

- iStart Home Page
- 1. F/J Student Arrival and Check-In
- Foreign National Employees
- Language Institute Forms
 - Language Institute: Certificate Request Form
 - Language Institute: Letter Request Form
 - Language Institute: Medical Reduced Course Load Request Form
 - Language Institute: Next Session Registration 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

How do I register? Complete and submit this form. The deadline to submit this form is Friday, October 6th. If you are not sure what to check, come to Room 108 in the O'Keefe Building.

Do you plan to return next session? *

If you do not plan to study for the next session, please check the appropriate box: *

Please read and check the following: *
 If I leave the U.S. for one session I must leave before the the session begins.

Please indicate your departure date. Note: If you are an F-1 student, you must depart the U.S. no later than 60 days after your last session end date.

Please take a moment to complete the brief exit survey below and let us know your thoughts on the Language Institute and IEP.

What session did you first start the IEP? *

What is next for you? *

Did our IEP meet your expectations? * YES NO

How could we improve our IEP for future students?

We like to keep contact with our former students. What is the best way to contact you in the future?

* required fields



Georgia Tech Office of International Education

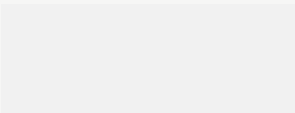
Georgia Tech Language Institute

Georgia Tech Human Resources

- iv. If you are an F-1 student planning to transfer to another program, please choose the corresponding option and complete the required sections:



iStart



Language Institute: Next Session Registration Form

Register Now for the _____ Session

- iStart Home Page
- 1. F/J Student Arrival and Check-In
- Foreign National Employees
- Language Institute Forms
 - Language Institute: Certificate Request Form
 - Language Institute: Letter Request Form
 - Language Institute: Medical Reduced Course Load Request Form
 - Language Institute: Next Session Registration 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

How do I register? Complete and submit this form. The deadline to submit this form is Friday, October 6th. If you are not sure what to check, come to Room 108 in the O'Keefe Building.

Do you plan to return next session? * No

If you do not plan to study for the next session, please check the appropriate box: * I am transferring to another program or

Please indicate school type: *

Please indicate the name of your school. *

Please take a moment to complete the brief exit survey below and let us know your thoughts on the Language Institute and IEP.

What session did you first start the IEP? *

What is next for you? *

Did our IEP meet your expectations? * YES NO

How could we improve our IEP for future students?

Text input area for survey question: How could we improve our IEP for future students?

We like to keep contact with our former students. What is the best way to contact you in the future?

Text input area for contact information question: We like to keep contact with our former students. What is the best way to contact you in the future?

I understand that I have 60 days from my last day of study to request a transfer. To request a transfer, I must log into iStart, go to Language Institute Forms, and choose Transfer Out Request Form. *

* required fields

Save Draft

Submit

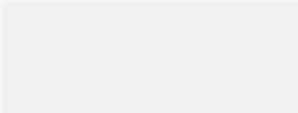


INSTRUCTIONS FOR CREATING AN ISTART ACCOUNT AND COMPLETING DOCUMENT VERIFICATION

- v. If you are not an F-1 student and do not plan to continue studying at this time, please choose the corresponding option and complete the required sections:



iStart



Language Institute: Next Session Registration Form

Register Now for the _____ Session

- iStart Home Page
- 1. F/J Student Arrival and Check-In
- Foreign National Employees
- Language Institute Forms
 - Language Institute: Certificate Request Form
 - Language Institute: Letter Request Form
 - Language Institute: Medical Reduced Course Load Request Form
 - Language Institute: Next Session Registration 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

How do I register? Complete and submit this form. The deadline to submit this form is Friday, October 6th. If you are not sure what to check, come to Room 108 in the O'Keefe Building.

Do you plan to return next session? *

If you do not plan to study for the next session, please check the appropriate box: *

Please take a moment to complete the brief exit survey below and let us know your thoughts on the Language Institute and IEP.

What session did you first start the IEP? *

What is next for you? *

Did our IEP meet your expectations? * YES NO

How could we improve our IEP for future students?

We like to keep contact with our former students. What is the best way to contact you in the future?

* required fields

Save Draft Submit



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Georgia Tech Language Institute

Georgia Tech Human Resources

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- b. Once you have made your selections, you can then click the “Submit” button. If you are not sure about your choices, you can save your work and come back later by clicking “Save Draft”. If you choose this option, please come to room 108 in the O’Keefe Building for assistance.

Georgia Tech

iStart

Language Institute: Next Session Registration Form

Register Now for the Session

How do I register? Complete and submit this form. The deadline to submit this form is Friday, October 6th. If you are not sure what to check, come to Room 108 in the O’Keefe Building.

Do you plan to return next session? *

If you do not plan to study for the next session, please check the appropriate box: *

Please read and check the following: *

If I leave the U.S. for one session I must leave before the the session begins.

* required fields

Navigation Menu:

- iStart Home Page
- 1. F/J Student Arrival and Check-In
- Foreign National Employees
- Language Institute Forms
 - Language Institute: Certificate Request Form
 - Language Institute: Letter Request Form
 - Language Institute: Medical Reduced Course Load Request Form
 - Language Institute: Next Session Registration 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