1. Open your web browser and go to istart.gatech.edu
2. Click the blue Login button
3. Log In with your Georgia Tech username and password
4. Register by entering your 9-digit GTID number and your Date of Birth and then click Register.
5. Click the Language Institute Forms button on the left to choose which e-form you would like to complete
The following are screenshots of each e-form:

**Letter Request Form**
Choose the type of letter you would like. Complete the additional information, if applicable.
INSTRUCTIONS FOR CREATING AN ISTART ACCOUNT AND COMPLETING EFORMS

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 at the Front Desk.

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.
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.
INSTRUCTIONS FOR CREATING AN iSTART ACCOUNT AND COMPLETING EFORMS

Transcript/Certificate Request Form

Complete the information, pay, and submit the form.
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.