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.
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.
INSTRUCTIONS FOR LOGGING ONTO ISTART ACCOUNT AND COMPLETING EFORMS

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.
INSTRUCTIONS FOR LOGGING ONTO ISTART ACCOUNT AND COMPLETING EFORMS

Transcript Request Form
Complete the information, pay, and submit the form.

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

Save Draft  Submit
INSTRUCTIONS FOR LOGGING ONTO ISTART ACCOUNT AND COMPLETING EFOMS

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.

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 your 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 6 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 6 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 6 months in advance of your last day of study here) *

Month ▼ Day ▼ Year ▼

Reason for Transfer *

Please upload your acceptance letter *

Choose File ▼ 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

Save Draft ▼ 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.