

ADMISSIONS CHECKLIST

Check
When
Complete



Records Complete – Source: OSCAR

Go to <https://oscar.gatech.edu/>

This website is commonly known at Georgia Tech as OSCAR. Here you will have all information available about your student accounts, registration holds, registration, etc. Many of the features are “self-serve” oriented. This site is managed by the Registrar’s Office. To access it, you will need to know your Georgia Tech ID (there is a link to get your GTID if you don’t know it) and your PIN. Your first PIN is your birthdate in mm/dd/yyyy format. When you logon to OSCAR for the first time, you will be asked to change your PIN. Please remember it – you will need it every time you use this system. If you have any problems using OSCAR or forget your PIN, you should sent an email to Comments@Registrar.gatech.edu. Someone will respond to you quickly – this site is maintained by the Registrar’s Office. The following checklist items will help you determine how to get a hold removed.



Admission Records Complete – Source: Institute Acceptance Letter And OSCAR

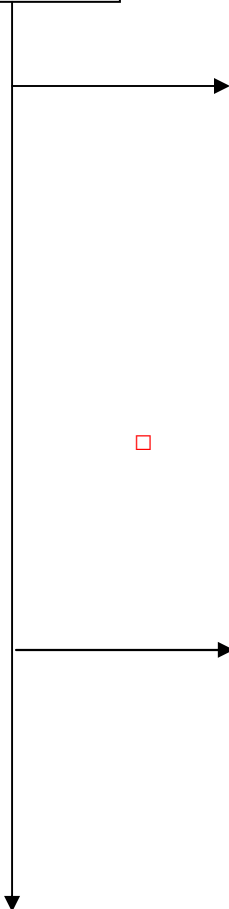
If any documents were missing from your file at the time your acceptance letter was mailed from Graduate Admissions (not the department letter), they were noted on your admissions letter. Additionally, there will be an Admissions Hold showing on your OSCAR account. When you arrive in Atlanta, you should bring these documents to Graduate Admissions (or to GradExpo) and meet with one of the Graduate Admissions Specialists who will add these documents to your file and clear your registration hold. If the documents are needed to change you from Non-Degree Seeking to Degree Seeking Standing, that will be handled by the Graduate Admissions Specialist as well. Some of your documents may be one-of-a-kind and cannot be replaced if lost in the mail. We encourage you to hold these documents and do not mail them – bring them to Graduate Admissions and we will copy and notarize them and give you back your original document(s). The Graduate Admissions Specialist will clear your hold and allow you to register.



International Applicants Unable to Supply Documents At Time of Arrival

Sometimes international applicants do not receive their final degree document as soon as they complete their program. You may initially only receive a provisional certificate of some sort. It may take several months for this official, final document to be received and we understand that. However, you must come to Graduate Admissions and speak with a Graduate Admissions Specialist about this. He/she will assist you in getting clearance for registration and making the appropriate notations in your records for the Registrar’s Office to be alerted to the receipt of your final documents. You will be asked for a date when you expect to receive your final degree document, so be prepared to answer that question. You cannot handle this by telephone or email – you must appear in person at GradExpo or in the Graduate Admissions Office to handle this detail.

REMOVING
REGISTRATION
HOLDS



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REMOVING
REGISTRATION
HOLDS
CONTINUED

US and Permanent Resident Applicants Unable to Supply Documents At Time of Arrival

If you are missing documents from your Admissions file, you should bring them with you when you arrive in Atlanta and take them to Graduate Admissions (or to GradExpo) where a Graduate Admissions Specialist will assist you in getting cleared for registration. If you do not have the required documents, however, the Graduate Admissions Specialist will remove the Admissions Hold (see OSCAR) and allow you to register ONE SEMESTER ONLY. The beginning date of the hold will be moved to the day following the close of the first term registration. After that time, you will not be allowed to register for subsequent terms until all your outstanding documents have been received. You cannot handle this by telephone or email – you must appear in person at GradExpo or in the Graduate Admissions Office to handle this detail.

International Applicants Missing OFFICIAL TOEFL Scores

Even though you may have mailed a photocopy of your test score report to us previously, we MUST receive your official TOEFL scores directly from Educational Testing Service (see instructions with application). Only Official scores are added to your permanent admission/student record. This is treated as an item missing from your application file. You will be allowed to register for the first term ONLY. A permanent hold will be placed on your records by the Registrar that will not allow you to register again until the official score reports are received. If you have not done so, please contact ETS immediately and have the official scores sent.

International Applicants Check-In With Office of International Education – Clear SEVIS Hold – Source: OSCAR

As soon as you arrive at Georgia Tech, you must check-in with the Office of International Education. Bring all your immigration paperwork with you. Once you have done this, the SEVIS hold on your registration will be removed by OIE.

Health Holds – Source: OSCAR

Students attending Georgia Tech on the Atlanta or Savannah campuses are required to provide proof of immunization, tuberculosis screening and a medical records form. If any of these are missing, you will have a hold on your records at OSCAR indicating that it is a records hold, an immunization hold, or a TB screening hold. (Note: International applicants must have TB screening done IN THE US – you can't do this prior to arrival. This service can be done for you at Health Services and must be done no later than Wednesday, August 12 in order for you to be eligible to register by the deadline of Friday, August 14.) Information and forms needed to complete this step can be found at http://www.health.gatech.edu/new_students/steps.htm. (Note: What is FASET? FASET is orientation for incoming Freshmen. All the same rules and regulations apply to graduate students, so please read carefully and follow the instructions on this website.) The sooner you download and complete the forms and FAX them to Health Services (per the instructions), the sooner these holds will be removed. If this is not done prior to arrival, you may go to Health Services where you can get the immunizations and TB screening done and have your holds cleared during GradExpo .

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Will you be employed as a Graduate Teaching Assistant or Graduate Research Assistant? If so, please bring the following items with you to GradExpo where you will be assisted with getting Social Security Cards (if needed) or be placed on the payroll. Additional paperwork will be handed to you at GradExpo.

To get a Social Security Card At GradExpo you MUST bring --

- International Students - Original and One Photocopy – Immigration Paperwork including your I-20 and Passport. An authorization to work letter will be given to you at GradExpo.
- US/Permanent Residents – You “should” already have a Social Security Card. However, if you do not, you will need your birth certificate and a government issued photo ID such as a driver’s license – Permanent Residents will need their Permanent Resident Card.
- Atlanta mailing address. You must have an Atlanta address where your Social Security Card can be mailed. Please use an address where you can receive mail for at least six weeks and if this is not YOUR permanent address, make sure someone at the address knows to expect mail from Social Security Administration for you. It is CRITICAL that you make sure the address you give SSA will be where you can receive your permanent Social Security Card.

To be processed by Payroll –

- Social Security Card (or temporary card issued by Social Security Administration at GradExpo – see above)
- New Hire Paperwork Package – see <http://www.gradadmiss.gatech.edu/orientation/#business> – “Taking Care of Georgia Tech Business – Payroll”
- Form I-9 – see <http://www.gradadmiss.gatech.edu/orientation/#business> – “Taking Care of Georgia Tech Business – Payroll”
- Documents from list found at http://www.gradadmiss.gatech.edu/orientation/gra_gta_processing.pdf
- Georgia Tech BuzzCard (GtId)
- Voided Blank Check for completing Direct Deposit application.

International Students - to be processed for Tax Treaty Compliance you will receive information at a later date directly from Human Resources.

FOR SOCIAL
SECURITY AND
PAYROLL
WHAT I NEED
TO BRING
WITH ME

Check
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OTHER THINGS
I NEED TO DO

- Go to Self Serve – Set up Direct Deposit.** You will need your checking account number and bank routing information. If you will receive funding of any sort through the Financial Aid Office or expect to have money's refunded from any sources through the Bursar's Office, you will need to complete a Direct Deposit Application. – THIS IS SEPARATE FROM DIRECT DEPOSIT WITH PAYROLL – YOU MUST DO BOTH.

- I am an International Student, have I checked the **International Orientation** Schedule and made plans to attend the appropriate session?

- Have I checked in with my **academic department** to let them know I have arrived at Georgia Tech?

- Is my academic department holding a **program orientation**? If so, when?

- Have I activated my Georgia Tech **E-mail** Account and **Computer Account**?

- Do I have my **BuzzCard** (student identification card)?

- Housing** – have I completed all paperwork with the campus housing office or with my off-campus housing?

- I need **parking** – have I registered for parking through the Georgia Tech Parking Office?