May, 2005

Dear New International Graduate Students:

I hope that you are enjoying a pleasant and productive summer. We are very pleased that you have decided to continue your studies in the School of Mathematics at Georgia Tech.

In this letter I would like to pass on to you some information which you will need as you make the rest of your preparations for the Fall Semester. The final page is a calendar of events leading up to the first day of classes. I recommend that you make a copy of this letter and bring it with you to use as a reference. A copy will be kept on the World Wide Web, linked from the Math Graduate Programs website at [http://www.math.gatech.edu/~harrell/GP/](http://www.math.gatech.edu/~harrell/GP/).

Please let me know if I can be of any further assistance, and please keep us advised of any change in your postal address, telephone number or e-mail address.

- **The Office of International Education (OIE)**

The Office of International Education (OIE) web site has excellent information for all new international students at [http://www.oie.gatech.edu/](http://www.oie.gatech.edu/).

The following topics are covered in detail:
- obtaining a U.S. visa and entering the United States
- F-1 transferring from another institution in the US to Georgia Tech
- medical entrance form and certificate of immunizations
- when to arrive at Georgia Tech
- what to do when you arrive in Atlanta
- Office of International Education Orientation
- housing
- climate
- health and accident insurance
- costs involved in attending Georgia Tech

For more information about the concerns of international students, you may contact OIE: at the Web site listed above,

by telephone at 404-894-7475,

or write to info@oie.gatech.edu

In addition, I would like to call your attention to the following:

- Because of the new Bureau for Citizenship and Immigrant Services and the Student Exchange Visitor Information System (BCIS/SEVIS) regulations, anyone who will be supported with a stipend **must arrive by August 3, 2005**.
New students need to visit OIE immediately upon arrival so that OIE can copy their documents, create files on them, validate their I-20 forms and give them some introductory information. (Validated I-20 forms will be required by Social Security and employment services.)

Therefore, all of the new Mathematics International Graduate students are scheduled to meet at Ms. Jacobson’s office, Skiles 221, on Thursday, August 4 at 9:30 am. All will go together to the OIE office that is located in the Savant Building, 631 Cherry Street, Suite 211. Our special math orientation program will begin on that day as well; information about it will be available at a link from: http://www.math.gatech.edu/~harrell/GP/.

- Medical Entrance Form, Immunization Document, TB Screening Form

Please note that in addition to a completed medical entrance form, the Institute requires documentation of a recent tuberculosis screening and various immunizations, as described in the OIE Welcome letter and at this Web site: http://www.health.gatech.edu/

The required screening and immunizations are available in Atlanta at a modest cost, but you may wish to have them done before you leave home. Please check the requirements at the web site mentioned above, since the Institute will not allow any student to register until the immunization, TB screening and medical entrance forms are accepted by the Student Health Service. This applies to US citizens as well as international students. The forms are available at the download site: http://www.health.gatech.edu/main/10_new_students/ Because of mailing time and distance, we recommend that you hand carry the documentation with you.

- Vehicle regulations

All students who will park a car or motorcycle on campus at Georgia Tech must apply for a campus parking permit, and if Graduate Admissions has processed your file, you may already be able to do this. To preserve your priority, you should make sure your request is received by the parking office by June 30. If you intend to apply for a parking permit and have not already done so, you should make this application as soon as possible at the Web site http://www.parking.gatech.edu/.

- Housing

If you want to live on campus your first semester beginning August 20, you will need to go ahead and apply for graduate student housing as soon as possible. If you have not already contacted the Housing Office, please telephone them at 404-894-2471 or write to them at your earliest convenience. (The email address is: information@housing.gatech.edu) The application form can be downloaded from the Housing Web site http://www.housing.gatech.edu/ and faxed to the Housing Office at 404-894-6573.
Note that it is the current policy of the Housing Office to collect payment for the four and a half months of the Fall Semester at the time of registration, so you should bring sufficient funds to cover this expense. (Some funds for short-term loans are available in the event that this should create a hardship.) OIE has a list of some temporary places to stay during the Orientation in their welcome letter. There may be other options later on and we will inform you if and when they materialize.

Residents of on-campus housing will be able to move into their housing unit on Saturday, August 20, 2005, without an early arrival charge, or as early as Monday, August 15, 2005, for an early arrival charge of $48 per night.

-Graduate Orientations

Just before the beginning of the fall term there will be several orientation programs for new graduate students that I recommend to you. Both the Graduate Studies Orientation/Information session, and the New International Student Orientation: Immigration Session listed on your calendar should be attended. Participation in these Institute-wide programs will save you a great deal of time and effort in doing the many startup tasks that you must complete before classes begin.

New Math Graduate Students whose native language is not English and who will be supported as Teaching Assistants (TA) will be asked to attend the Math International Graduate Student Orientation program coordinated by Ms. Cathy Jacobson, our ESL Consultant. This two week program includes an Oral English Proficiency Assessment, an introductory Teaching Workshop and a Math Survey Seminar. It begins Thursday morning, August 3, and concludes on Friday, August 19. Participants should report to Ms. Jacobson’s office in the Skiles building, Room 221, at 9:30 AM on Thursday, August 3, 2005.

Note: If your native language is not English and you have not been offered a Graduate Teaching Assistantship, but you wish to apply for one in the future, you are strongly encouraged to participate in this program and in the language instruction offered by Prof. Jacobson during the academic year.

-Student Employment Services

By law, all students who are employed on campus must visit Human Resources before beginning work. You will need to present proof of citizenship and your social security card, or proof (a receipt) of having applied for a social security card. International students should bring their passports and validated I-20 forms. In addition, two weeks (“10 working days”) must be allowed between the date of entry to the US and application for a social security number. Therefore, you are scheduled to apply for a Social Security number on August 17. When you make application for a social security number, please make sure to GET A RECEIPT showing that the application has been made.
During registration, Human Resources personnel will be available to assist you in filling out forms required for employment. If you will be supported as a teaching or research assistant, you should bring your social security card or receipt, and a form from Ms. Christy Dalton's office (Skiles 123), which the Office of Human Resources will ask you for. You will then be able to fill out the personnel papers that the Institute needs in order to pay you your stipend. (The Office of International Education will also be available to stamp campus work authorizations.)

-Student ID (Buzzcard) and Computer Accounts

We expect that you will be able to get a computer account and a student identification card in advance of registration; see the Web site mentioned below for details when they become available. In addition to a campus computer account you will have a mathematics account (yourname@math.gatech.edu), which is more important, because it is the one to which all departmental notices will be sent. As soon as you are on campus, please see Mr. Justin Filoseta in Skiles 158 to activate this account. The complete schedule for the Institute's program, plus a great deal of other useful information, is available at the web site: http://www.grad.gatech.edu/.

You may wish to participate in the CETL or OMED sessions listed on the schedule.

-Registration

Please consult the academic advisor who will be assigned to you, or me (Evans Harrell in room 218D of the Skiles Building) about your class selection before registration. Registration begins on August 16, and will continue through August 26. You will need to check for your time ticket on line beginning at 6:00 pm on Friday, August 12. Classes will begin on Monday, August 22. A listing entitled "OSCAR"(Online Student Computer Assisted Registration) of the Institute's course offerings for the Fall will be available at https://oscar.gatech.edu/
The on-line version of the Georgia Tech General Catalog is at http://www.gatech.edu/gen_catalog/.
Degree requirements, course syllabi, and other detailed information specific to the School of Mathematics is found at http://www.math.gatech.edu/academic/graduate/

All fees are due by 4 PM on Friday, August 19. If you have received your degree since you last sent us your transcript, you will need to bring or send to us a final transcript with proof of receipt of the degree, so that you will be cleared to register.

-Comprehensive Exam

In order to make quicker progress toward their degrees, well-prepared students are encouraged to take the examination upon arrival. A description of the examination is available on the Web at the School's site http://www.math.gatech.edu/. Past examinations and additional study materials are available at http://www.math.gatech.edu/~harrell/GP/Comp/.
- **Teaching Assistants Development Seminar**

The School of Mathematics conducts a seminar for Mathematics Teaching Assistants (TAs) both fall and spring semesters, which is mandatory for all new Graduate Teaching Assistants. All new students are cordially invited, even if they are not currently supported as Teaching Assistants. The seminar will feature faculty and experienced teaching assistants who will offer guidance and tips on conducting your classes. The TA Development Seminar meets throughout the term on Thursdays at 11 am.

- **Teaching Preference Form**

If you are going to be a Teaching Assistant (TA), you will receive a “teaching preference form” by email from Mrs. Rena Brakebill, Math TA Coordinator. You will be asked to return the course selections by **July 31, 2005**. She will also need to know which courses you are planning to register for in order to coordinate schedules. We will discuss this in detail during our first meeting after your arrival.

- **Oral English instruction**

Non-native English speakers who have not been exempted through their initial placement testing are required to attend oral English courses provided by the School of Mathematics during the fall and spring semesters: **Academic Spoken English for International Graduate Students** (3 hours a week, usually Tuesday, Wednesday, Thursday at 11:00 am during the fall semester) and **Communication Strategies for International Teaching Assistants** (once a week, usually Tuesday at 11:00 am, with additional individual tutorial sessions spring semester.)

- **Health Insurance**

Please note that **supplemental health insurance is available and is required** of all international students. An affordable plan is available to Georgia Tech students, and I strongly recommend this plan to all students who do not already have coverage for hospitalization and serious illness. This coverage can be obtained during the graduate orientation, and I can provide further information about it if you need it. For more information about this insurance and its carrier see this Web site [http://www.health.gatech.edu/insurance/](http://www.health.gatech.edu/insurance/)

I look forward to seeing you when you arrive. Please contact me at your earliest convenience if I can be of further assistance.

Sincerely yours,
Evans M Harrell
Associate Chair for
Graduate Studies
Calendar to date (as of June, 2005):

Saturday, July 23, 2005 (30 days before the first day of classes) Earliest date an international student can enter the US due to BCIS/SEVIS regulations. (BCIS - Bureau for Citizenship and Immigrant Services, SEVIS - Student Exchange Visitor Information System).

Wednesday, August 3, 2005 Latest possible arrival date for international students who will be supported with a stipend, but who do not yet have a social security number. Two weeks, "10 working days", must be allowed between the date of entry to the US and application for a social security number which is required before beginning employment.

Thursday, August 4, 9:30 am Meet at Skiles 221, Ms. Jacobson’s office
English placement screenings, OIE check-in

Friday, August 5 – continued individual English placement screenings

Monday, August 8, 9:30 am Meet at Skiles 221.
Math International Graduate Student Orientation begins.
This two-week orientation program (through Friday, August 19) is required for all new international students who might be assigned teaching duties. The program includes an Oral English Proficiency Assessment, an introductory Teaching Workshop, and a Math Survey Seminar. (See letter for further details.)

Friday, August 12 – Registration time ticket information available using Web Student Access System

Monday, August 15 - Early residence hall move-in day. (This will cost $48 per night until Saturday, August 20.)

Tuesday, August 16 - Graduate Studies Orientation/Information session in the Ferst Theater (8:30 am)
- New International Student Orientation in the Student Center Ballroom (2-3:30pm): Immigration Session
- Phase II registration and schedule changes begin

Wednesday, August 17 - Grad Expo and New student employment services open in the Press Area of the Bill Moore Success Center – all day Payroll processing, Social Security, Health records, Graduate Expo (Apply for Social Security number; bring a copy of your receipt to Ms. Christy Dalton, Skiles 123)

(Friday, August 19. Repeat IS Orientation - 9-10:30 am: Immigration Session)

Saturday, August 20. First day to live in GT residence halls without a nightly fee.
Sunday, August 21. School of Math TA orientation: 2:00 –5:00 PM, Skiles 202.

Monday, August 22. First day of classes. (This is the "report by" date on the I-20.)

Wednesday, August 31. First paychecks issued.