College International Specialist/ Academic Assistance: ____________________

- Program Support
- Academic Advising
- Credit Hour Conversion/Equivalence
- Graduate Student Assistantships
- GSTEP (Georgia State Test of English Proficiency)
- Graduate Admissions (“Undergrad. Admissions” apply)

Credit-related Issues:
- Credit type (Institutional or Transfer)
- Scheduling (GSU course & number, if applicable)
- Course level placement
- Academic / Course Calendar issues

Financial Aid (approved by Louis Scott)
- Intent-to-Study-Off-Campus Form
- Applicable Financial Aid Forms
- Consortium Agreements (Transient Students only)
- Applicable Hope/Fed Aid Requirements

Registrar (approved by Shari Piotrowski)
- Out-of-State Tuition Waivers
- Graduation Audits etc. (for Joint Curricular Programs)
- BOR Requirements

Student/Academic Advisement Offices (approved by Jennifer Lee for Undergraduates, College-specific for Graduates)
- Course Articulation and advisement for international articulation transfer programs, including 2+2, 3+2, etc.

Study Abroad Programs – Outgoing (approved by Ryan Rathmann)
- Study Abroad Management Policies
- Study Abroad Mandatory Medical Insurance
- Accepting Students in Online Application System
- Approval of New Programs
- Program Approval/Renewal Form
- Transfer Credit Pre-Approval
- Promotional Brochures
- GSU and other Study Abroad Scholarships
- Met with Assigned Study Abroad Advisor
- GSU re-entry (admission)

Office of Institutional Effectiveness (approved by Jonathan Gayles)
- International Joint Curricula Venture Programs (Dual/Joint Degree Programs, Shared courses, Certificate Programs)
- SACS Requirements/Notifications

Academic Affairs (approved by Tim Renick)
- Senate (CAP) Approvals
- BOR Requirements & Approvals
- Student Exchange Reciprocity
- Tuition/Fees Waivers

Undergrad. Admissions (approved by Scott Burke)
- Fee-rate Code in Banner
- Application Fee
- Credential Evaluation

Student Accounts (approved by Torri Williams)
- Waiver Input into Banner (Outgoing Students)
- Third-Party Billing

Housing (approved by Sharon German)
- Incoming Students (Housing Application forms, deadlines and deposits)

N.B. For Outgoing Students, the PD should negotiate with institution abroad.

International Student and Scholar Services – Incoming (approved by Heather Housley)
- Visa Selection/Status
- Immigration & admission processes/timelines
- Employment options
- International Medical Insurance
- New Student Orientation

Please refer to International Partnerships Resources for additional information.