



# Transient Student Approval Form (Non-SUS/Florida Institution)

REGISTRAR'S OFFICE

University of Central Florida  
P.O. Box 160114, Orlando, FL 32816-0114  
407-823-3100 E-mail: registrar@mail.ucf.edu

This form is for the use of UCF undergraduate students only (NOT for use by Post-Baccalaureate and Graduate students) and is for ONE term use only. Students are responsible for delivering this form to the transient institution AFTER all necessary signatures have been obtained.

- Courses taken without approval may not be accepted by UCF to meet University or major requirements.
- Students must be enrolled at UCF during the term of graduation. Students may not be transient during the term of graduation. Consult your college/school academic advising office.
- Students are required to complete 30 of the last 36 credit hours in residency at UCF.
- Courses taken at a two-year college will not reduce or satisfy the nine hour summer enrollment requirement or the 48-semester hour upper-level requirement.
- If you anticipate receiving financial aid for the transient term, you must contact the Office of Student Financial Assistance for an Advisor Certification. You may download the form from <http://finaid.ucf.edu>.
- Securing the appropriate signatures required below assures that the courses will be accepted in fulfillment of major (plan)/departmental or General Education Program requirements.

**PURPOSE FOR TRANSIENT STATUS:** (check the box that applies)

- To take courses not available at UCF this term that meet specific General Education Program or Foreign Language Proficiency requirements.
- To take courses not available at UCF this term that meet specific requirements for the major (plan).
- Other:

Student Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_  
 Student PID \_\_\_\_\_ Major (Plan) \_\_\_\_\_  
 Email Address \_\_\_\_\_

Approval of this form is effective for the following Term only:  Fall, 20\_\_\_\_  Spring, 20\_\_\_\_  Summer, 20\_\_\_\_

Institution Accepting the Transient Student: \_\_\_\_\_  
 Institution Name City State

**COURSES:**

Prefix (e.g. "ENC")	Course Number (e.g. "1101")	Course Title (e.g. "Composition 1")

Advisor Signature: Required for course(s) to apply toward the major (plan).

Academic Services Office or academic advisor: Required for course(s) to apply toward General Education Program or Foreign Language Proficiency requirements.

**TO DIRECTOR OF ADMISSIONS AT THE TRANSIENT INSTITUTION:**

- This student **IS eligible** to re-enroll at UCF. He or she is authorized to complete the courses listed above during the term indicated. Credit for these courses will be acceptable by transfer, on receipt, subject to the regulations stated in the UCF *Undergraduate Catalog*.
- This student **IS NOT eligible** to re-enroll at UCF at this time.
- This student is enrolled at UCF during the present semester.

**ACADEMIC STANDING**

- Good Standing
- Probation
- Disqualified or Excluded

Verified by College Representative \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*\*UCF International Students (F-1 or J-1 Visa)\*\*\*\***

Certain U.S. Federal Government restrictions apply to International students holding the F-1 or J-1 Visa. If you hold either the F-1 or J-1 Visa, you **MUST OBTAIN** authorization for Transient Status from the UCF International Services Center in addition to the college/school and/or Academic Services authorizations above.

Signature of International Services Center Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT ACKNOWLEDGEMENT**

I have carefully read and understand the information on this form and the transient student policy contained within the *Undergraduate Catalog*. I further understand that it is my responsibility to request, from the transient institution, that it send a copy of my transcript to UCF **after** I have completed the term. I acknowledge also that transient student status could have an effect on financial aid eligibility. I understand that courses taken at a two-year college will not reduce or satisfy the nine hour summer enrollment requirement or the 48-semester hour upper level requirement. I authorize UCF to release to the transient institution any transcripts and test scores, including any SAT and/or ACT score reports that this institution may request.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_