Transient Permission Form

Institution Information:

Term to Enroll: Institution Name: Admissions Office: 
Address: 
City: State: Zip Code: 

EGSC ID: Degree/Major: 
Last Name: First Name: Middle: 
Address: 
City: State: Zip Code: 
Local Phone: 
Phone: 

Please note: This is NOT an application for admission. A formal application for admission must be submitted to the institution to be attended as a transient student. It is the student's responsibility to comply with that institution's standards and application deadlines. East Georgia State College requires a minimum of 25 semester hours earned in residency to complete degree requirements. EGSC limits students to no more than 2 courses as a transient.

List course(s) and alternates which you plan to take at the transient institution. It is your responsibility to contact the institution for their course offerings and descriptions.

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<th>Course Prefix</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
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NOTE: Courses that are equivalent to or substitute for courses offered at Georgia Southern University will transfer as long as the transient institution is accredited and the student earns grades of at least “C”. Grades and quality points earned in these courses will not be figured in the Cumulative Grade Point Average or the Adjusted Grade Point Average at Georgia Southern University.

Students cannot complete requirements or graduate at the end of the term in which they are enrolled as a transient student.

By signing, I understand the transient policy stated above and request permission to take the above listed course(s).
CAREFULLY read and sign where indicated.

This request WILL NOT be processed without course descriptions attached.

1. Submit an admission application to the institution you will be attending well before its published application deadline. Attending another institution, even as a transient requires admission to that institution.

2. Complete the attached EGSC Transient Permission Form. Attach the course description(s) from the transient institution’s current catalog to this document. Return this completed form and course description(s) to EGSC’s Registrar’s Office.

3. Complete the attached a Transcript Request Form. It will be sent with the Transient Permission Form to the requested institution’s Registrar’s Office. If meeting EGSC graduation requirements depend upon satisfactory completion of the above course(s), the student should be aware they will not be allowed to graduate until an official transcript has been received from the transient institution. Additionally, if the transcript has not been received by the start of the subsequent term all registration is subject to cancellation until the official transcript has been received.

4. In the event you are unable to attend the transient institution for the requested term, it is your responsibility to obtain a letter from the transient institution stating that you did not attend and submit it to the EGSC Registrar’s Office.

5. You must meet with your Faculty Advisor for signature approval for the courses listed on the Transient Permission Form. **Other important information** The Registrar’s Office will be in communication with the appropriate department at the requested transient institution to verify registration and attendance in accordance with federal and state financial aid regulations. It is ultimately the student’s responsibility to ensure that registration is completed for the appropriate course as well as final grades reported to the East Georgia State College.

**Other important information**

The Registrar’s Office will be in communication with the appropriate department at the requested transient institution to verify registration and attendance in accordance with federal and state financial aid regulations. It is ultimately the student’s responsibility to ensure that registration is completed for the appropriate course as well as final grades reported to the East Georgia State College.

We cannot process your transient request, until you initial below, indicating you have read, understood, and/or complied with each item listed:

- I have attached a copy of the course description(s) from the transient institution.
- I understand an academic hold will be placed on my record until I provide the above documentation and that my registration is subject to cancellation if I do not ensure a transcript has been received by the Registrar’s Office.

(Office Use)

- SOAHHOLD
- SOAPCOL
- SAAADMS

Copy to Student:

Copy to Financial Aid:

Name:

Date Transient Form Sent: ex. MM/DD/YYYY

E-mail:

- is not on academic probation or on academic or disciplinary dismissal (restricted enrollment or exclusion) from Georgia Southern and has approval to register with you for the above course(s).
- is a Learning Support student and has obtained permission from the Chair of the Department of Learning Support to register with you for the above course(s).
- Other

Comments:

Processed By: