



East Georgia State College
Office of the Registrar
131 College Circle
Swainsboro, GA 30401
Tel: (478)289-2014 Fax: (478)289-2140

**EGSC Statesboro/GSU
Fall/Spring
Transient Student Instructions**

CAREFULLY READ AND INITIAL OR SIGN AS INDICATED

In order to take transient courses at GSU during Fall or Spring semesters, you must:

Step 1 Make an appointment with your faculty advisor and the EGSC Statesboro Director to determine eligibility

Step 2 Complete **all 3 pages** of EGSC/GSU Transient Permission document; return it to EGSC Registrar's Office (Swainsboro) along with:

- a. Approval from your Faculty Advisor & Director of EGSC Statesboro (required signature on Transient Permission Form)
- b. A copy of your EGSC class schedule for the transient term – you cannot change number of class hours once submitted.
- c. A copy of your EGSC transcript
- d. Course description(s) from the transient institution's current catalog

****Other important information****

- EGSC will send the Transcript Request Form with the Transient Permission Form to GSU's Registrar's Office.
- If meeting EGSC graduation requirements depends upon satisfactory completion of the course(s) listed on this Transient Permission Form, you will not be allowed to graduate until an official transcript has been received from GSU.
- 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.
- 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.
- East Georgia State College Registrar's Office will, in concordance with federal and state financial aid regulations, verify your attendance with the Georgia Southern University Registrar's Office. HOWEVER, it is ultimately **your responsibility** to ensure that registration is completed for the appropriate course and final grades are reported to EGSC.

Step 3 Your transient request **WILL NOT** be processed until you complete **steps 1 and 2 above** and you Initial below, indicating you have read, understand, and/or complied with each item listed.

_____ I **have:** a minimum EGSC 2.0 GPA; satisfied all CPC deficiencies and exited all Learning Support coursework

_____ I **have not earned** more than 30 cumulative hours (including earned hours from prior institutions)

_____ I **understand** an academic hold will be placed on my record until I provide the documentation mentioned above, and that my registration is subject to cancellation if I do not ensure a transcript has been received by the EGSC Registrar's Office.

_____ I **understand** that if I choose classes that are not offered by East Georgia State College, or are considered out-of-program, they will **not** transfer back to EGSC to satisfy degree requirements. I will **not** be eligible for **any** financial aid through East Georgia State College and I will be responsible for full payment for those courses to GSU.

9300

EGSC Student ID # _____

Student's Signature _____

Date _____

Office Use Only

SOAHOLD ___ SOAPCOL___SAAADMS___

Copy to Student: _____

Date Transient Form Sent: _____

Copy to Financial Aid: _____

Contact Information for Transient School:

Name: _____

Email: _____

Tel: (_____) _____

FAX (_____) _____

Initials _____

Follow up:
Transcript received: _____

Initials _____



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EGSCS/GSU Transient Permission for Fall or Spring Semester

To Be Completed By Student:
 Please use a ballpoint pen, press firmly, and print legibly.

Name of Transient Institution **GEORGIA SOUTHERN UNIVERSITY**
P.O. Box 8092
STATESBORO, GA 30460-8092

Term _____ Year _____

9300 _____
 EGSC Student ID Number

900 _____
 GSU Student ID Number

(____) _____ - _____
 Student Telephone Number

Last Name _____ First _____ Middle _____ Maiden (if applicable) _____

Current Mailing Address: _____

City _____ State _____ Zip _____

Please note: You **MUST** have a current GSU application on file in order to take **ANY** transient courses. Required signatures below:

 Advisor's Signature

 Date

 Director of EGSC Statesboro Signature

 Date

 Student Signature

 Date

List course(s) you plan to take at Georgia Southern University. It is your responsibility to access the GSU Course Schedule for their course offerings and the GSU catalog for their course descriptions.

E – Equates To
 S – Substitutes For

Course(s) to be taken at transient institution ≠ -- Not equivalent to EGSC Course **East Georgia State College Equivalent**

Course Prefix	Course Number	Course Title	Hours

Course(s)

E/S

Course Prefix	Course Number	Course Title	Hours

To be completed by the Registrar's Office:

____ is in good standing at East Georgia State College and has approval to register with you for the above course(s).

____ is in good standing at East Georgia State College; the course(s) listed above are considered out-of-program and will **not** transfer back to our institution to satisfy degree requirements. Consequently, the student is **not** eligible for **any** financial aid through East Georgia State College for course(s) listed above.

____ does not have permission to register with your institution for any courses.

____ other: _____

 Registrar's Signature

 Date



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**EGCS/GSU
Transient Student
Transcript Request Form**

**GEORGIA SOUTHERN UNIVERSITY
ATTENTION: OFFICE OF THE REGISTRAR
P.O. Box 8092
STATESBORO, GA 30460-8092**

The EGSC Statesboro student below has requested and been approved transient status for the _____ Semester. As with all other EGSC/GSU Fall or Spring transient courses, attendance verification and final grades will be submitted directly to the EGSC Registrar's Office.

The student also requests that an official copy of his/her transcript be sent to East Georgia State College at the conclusion of this term, to:

**EAST GEORGIA STATE COLLEGE
ATTENTION: OFFICE OF THE REGISTRAR
131 COLLEGE CIRCLE
SWAINSBORO, GA 30401**

Last	First	Middle	Maiden
Student's Current Address		City	State Zip
9300			900
East Georgia State College Student ID Number		Georgia Southern University Student ID Number	
Current Telephone		Date of Birth	Last Four of SSN
() -			

Student Signature

Date