



This form is for the use of UCF undergraduate students only (NOT to be used for Post-Baccalaureate and Graduate classes/studies) and is for ONE term use only. Students are responsible for delivering this form to the transient (host) 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.
- Students are required to earn a minimum of 30 of their last 39 credit hours in regular courses 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.

**SECTION A: TO BE COMPLETED BY STUDENT APPLICANT. Do not leave any questions blank.**

Name (First, Middle, Last)		UCF ID
Email Address	Major	Minor
Address	Phone	
City	State	Zip
Institution Issuing Transcript	City	State

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

Will courses be taken outside of the United States?  Yes     No    \*when yes, Section B must be completed by the Office of International Studies

**SECTION B: TO BE COMPLETED BY UCF ABROAD**

- Yes, student is taking part in a study abroad program with a UCF approved program provider who is authorized to report academic credit.
- No, student is not taking part in a UCF approved study abroad program.\*

\* Courses reported on foreign transcripts may not be accepted by UCF and are taken with this understanding. The accreditation status of all foreign institutions which are not approved UCF program providers must be evaluated through either Josef Silny and Associates, Inc. or World Education Services.

UCF Abroad Representative (Print Name)	UCF Abroad Representative Signature	Date
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**SECTION C: TO BE COMPLETED BY DEPARTMENT CHAIR OR DESIGNEE QUALIFIED TO REVIEW AND ARTICULATE COURSE WORK IN THE DEPARTMENT**

Part A: (To be completed by student based on other institution's course work)      Part B: (To be completed by Dept. Chair or Designee)

Prefix (e.g. *ENC)	Course Number (e.g. *1101)	Course Title (e.g. *Composition 1)	Credit Hours	UCF Equivalent Prefix & Course Number	UCF Credit Hours	Course Reviewed by (Print Name)	Signature

**SECTION D: TO BE COMPLETED BY COLLEGE ACADEMIC ADVISOR and/or ACADEMIC SERVICES**

Securing the appropriate signatures required below assures that the courses will be accepted in fulfillment of major/departmental or GEP requirements pending acceptance of credit by UCF

College Advisor (Print Name)	College Advisor Signature (Required for course(s) to apply toward major)
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Academic Services Officer (Print Name)	Academic Services Officer Signature (Required for course(s) to apply toward GEP or Foreign Language)
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**SECTION E: TO BE COMPLETED BY THE REGISTRAR'S OFFICE**

**TO DIRECTOR OF ADMISSIONS AT THE TRANSIENT (HOST) 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 has a Student Health Form on file indicating she/he has the required Measles and Rubella immunities.
  - This student is enrolled at UCF during the present semester.
  - This student has the required documentation on file with this Parent School to meet the legal classification of:  Florida Resident     Non-Florida Resident
- ACADEMIC STANDING**     Good standing     Probation     Disqualified or excluded

Verified by Registrar's Office Representative	Date
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**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
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**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
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