



The purpose of a transient form is to discover how courses at other institutions will transfer to UCF **before** you take those courses. The following steps will help you complete an **electronic transient form** which is used for transient course work that will be taken at a **Florida public college or state university**.

Step 1. From a web browser, go to: <https://www.floridashines.org/>



Step 2. Scroll down to/click on **Take a course at another school** option.

Step 3. Read the instructions carefully. It is your responsibility to find out if the transient institution requires a separate admissions application beyond the transient application you are about to complete.

Step 4. Scroll down to/click on **Start or check the status of your Transient Student Application now.**

Step 5. Select UCF from the drop-down menu. Login with your **NID and NID password**. Click on **Continue**.

Step 6. Choose your **School or College** (*college* of your major) and **Program** (*major*) and click on **Next**. *You must use the major currently showing on your degree audit or your form cannot be processed.* If you recently changed your major, be sure this is reflected on your degree audit or wait until it is updated. If you are an undecided major like the following – **Undecided Business or Undecided Sciences** – then you **must** select a major from the college of the undecided major in order to have the form processed properly. **Undeclared students** should select the “Undeclared Freshman” option.

Step 7. Fill out the form and indicate the **course prefix and number**, number of **credit hours**, and **course title** of the course(s) from the **“HOST” (Transient)** institution in the appropriate boxes. Use the course catalog of the **“HOST”** to look up this information online. This will enable an advisor to determine how it transfers into UCF.

Step 8. Check the appropriate box(es) depending on what you want each of your courses to count for: **“General Education”** or **“Major Requirements”** or **“Electives”** or **“Not Required for Degree.”**

Step 9. Include any comments in the “Student Comments” box. *The more information that you can provide the academic advisor reviewing your form the better.*

Step 10. Answer the questions regarding **financial aid**. If you indicate that you receive financial aid your transient form will be reviewed by the **Office of Student Financial Assistance (OSFA)** at UCF. You can contact OSFA to see what forms of aid can be used to pay for courses at a transient institution: Millican Hall 120 ~ 407-823-2827 ~ <http://finaid.ucf.edu/>.

Step 11. Once you complete the form, click on **“Click to Sign”** and then **“Send”**. The form will go to the appropriate UCF offices for processing (*Academic Services office for General Education courses and courses to fulfill the foreign language admissions or B.A. requirement and/or your College Advising Office for courses in the major, and then the Registrar’s Office*). Once approved by the appropriate UCF offices, your form will be passed on to the transient institution. **Note:** You will receive an email on courses approved and not approved and can always log back into FloridaShines website to check the status of your form.

Step 12. Contact the **“HOST”** institution to complete registration for the approved course(s).

Step 13. When you have completed the course(s), you must go to the Registrar’s/Records Office at the **“HOST”** institution and make arrangements for a **transcript to be sent to the UCF Registrar’s Office**.