



The purpose of this paper transient form is to discover how courses at **Non-Florida State University System (Non-SUS) institutions** such as a **private college** or **out-of-state institutions** will transfer to UCF ***before*** you take those courses.

The following steps will help you complete the Non-SUS paper version of a transient form:

Step 1. Go to the UCF Registrar's web site at registrar.ucf.edu.

Step 2. Click on **Forms & Processes**.

Step 3. Under the Online Processes menu on the right, Click on **Transient Students**.

Step 4. Under Outgoing UCF Transient Student, click on and download the **Transient Student Approval** form.

Step 5. **Fill out Section A regarding your personal information and transient institution.**

Step 6. Go to the website for the institution where you want to take the transient course(s) and **indicate the prefix and the number** of the course(s) from the **"OTHER"(transient)** institution in the appropriate boxes. **Check the other school's course catalog (online) and get the prefix (i.e. PSY) and number (i.e. 2012) for the other school's course.** You should also print out a course description. This will enable an advisor to look it up to see how it transfers into UCF.

Step 7. **If you want to take a course that counts towards your major** (not a General Education Program (GEP) course) the form must be signed by an advisor in the **college advising office** that houses your major and **not** First Year Advising and Exploration (FYAE). (Note: The college may require that a UCF department verifies the course equivalency prior to their signature- contact the college advising office)

College Advising Offices: <http://fyae.sdes.ucf.edu/connections>

Step 8. If you want to take a course that counts towards **General Education Program** or the **foreign language admissions or B.A. requirement**, the form will be signed by **Academic Services in Millican Hall 210**.

Step 9. Once signatures from the college advising office and/or Academic Services have been obtained, take the form to the **UCF Registrar's Office** for a final signature. (**Millican Hall 161**)

▶ UCF Registrar's Office will keep a copy.

▶ **Send a copy to the admissions office of the OTHER institution (Transient Institution).** Verify with the other institution whether you also need to complete an admissions application or not.

▶ **Keep a copy for your records.**

Step 10. **When you have completed the course(s)**, you must go to the **Registrar's/Records Office at the OTHER** institution and make arrangements for the **grades to be sent to the UCF Registrar's Office**.

Financial Aid: If you are interested in using financial aid as payment for transient course work, please contact the UCF **Office of Student Financial Assistance** (<http://finaid.ucf.edu/>) to see if your aid can be applied towards course work at the transient institution. Most aid requires enrollment in UCF hours in addition to transient hours to receive financial aid. You may have to fill out a **Transient Notification Form for Financial Aid**.