



Transient Permission Form

Office of the Registrar
Address 1500 N. Patterson St. • Valdosta, GA 31698-0175
Phone 229-333-5727 • **Fax** 229- 333-5475

Section I (a) - (d) to be completed by the student.

I (a). Student Name: _____ I.D. # _____
 Local Address: _____ Last 4 digits of SSN: XXX-XX- _____
 _____ Transient Term/Year: _____
 _____ Phone: _____

I (b). _____ **← Transient Institution**
 Please print legibly the name and address of the institution you plan to attend. You must provide complete address.

Credit will not be accepted and posted to the VSU record until an official transcript has been received from the other institution, and all transfer credit requirements have been met as specified in the current VSU Bulletin. Credit accepted in transfer will not be calculated into the student's VSU GPA. VSU accepts a maximum of 60 transfer hours from a junior college and a maximum of 90 total hours in transfer. Of the 40 semester hours immediately preceding graduation, at least 30 must be taken in residence at VSU. Any student admitted to the University for the final year must be in residence for two semesters and must complete in this time at least 30 semester hours in residence, including 21 hours of senior college work in the major. Students who have not attended VSU for over one year must apply for readmission and must satisfy degree requirements as specified in the current VSU Bulletin.

I (c). Transient Credit Information:

VSU Course Number	Credit Hours	Equivalent Course Number to be Taken at Above Institution (Admissions Use Only)	CREDIT HRS SEM/QTR	Evaluation Certified (Admissions Use Only)	Course to be Applied to Check all that Apply & List Core Area (Advisor Use Only)		
					Core	Major/Minor	Elective

I (d). I understand the transient policy stated above and request permission to take these courses.

Student Signature _____ Date _____

II. This student has approval to register for the courses listed above pending certification of course equivalency and student's qualification for transient status:

Advisor Signature _____ Date _____

Department Chair Signature _____ Date _____

III. Dean's approval is required for students on academic suspension or attending local colleges.

Dean's Signature _____ Date _____

ATTENTION: TRANSIENT INSTITUTION

IV. (TO BE COMPLETED BY REGISTRAR'S OFFICE, VALDOSTA STATE UNIVERSITY)

- The student named above is in good standing and eligible to return to VSU.
- The student named above is not in good standing, but is eligible to return to VSU.
- The student named above is not eligible to return to VSU; however, the University has no objection to the student attending your institution.

Registrar's Office _____ Date _____

INSTRUCTIONS AND ROUTING FOR TRANSIENT PERMISSION FORM

All holds (such as traffic fines, library fines, etc.) must be cleared with the appropriate office before a transient request can be processed.

Students should contact the college or university to be attended as a transient to determine admission requirements.

The Regent's Test Coordinator at Valdosta State University must approve Regent's testing at another institution.

1. Obtain Transient Permission Request Form from the Registrar's Office, University Center.
2. Complete Section I (a)-(d) (except area marked "Office Use Only").
3. Contact your advisor and discuss your plans to enroll as a transient at another institution. Check to be sure you will not exceed the maximum number of transfer hours which can be applied to your degree program.
4. Take form to the Admissions Office for evaluation of proposed transient courses.
5. Obtain Advisor approval signature.
6. Obtain Department Chair approval signature.
7. If you are on academic suspension or attending a local college, you must obtain the approval of the Dean.
8. Return the form to the Registrar's Office.
9. You must request an official transcript from the transient institution to be sent to the Office of Admissions. Credit will not be posted to your record until the transcript has been received.

Please read these important notes carefully:

- ⇒ If you enroll in courses other than those listed on the transient form, you may not receive credit toward your degree as planned.
- ⇒ It is the student's responsibility to request an official transcript from the transient institution.
- ⇒ If you plan to complete degree requirements in the semester you enroll as a transient, please contact the Registrar's Office to find out the deadline for receipt of transcripts from the transient institution.