

TRANSIENT REQUEST PROCESS

If you would like to take courses at institution and receive WVU credit, please visit the [Transfer Credits database](#) to find a suitable course.

If you are studying abroad, please complete the study abroad request application.

<u>WHO completes this form?</u>	This form must be completed by student and then given to the advisor for processing and approval.
<u>WHO submits this form?</u>	The advisor submits this form to the PSC Office of Academic Affairs.
<u>HOW is it approved?</u>	This form will be reviewed by the Dean or their designee after it has been submitted. <u>Check</u> <u>Initials</u>
<u>Student Requirements:</u>	I, the student, have read and understood the requirements listed on the website. https://registrar.wvu.edu/transfer/transient-coursework
<u>Advisor Requirements:</u>	By submitting this form, I (the advisor) confirm that the student meets all the requirements for transient study, that the form is complete and accurate, and that the course in question has a determination of transferability.

Instructions:

1. Go online to the [Transfer Credit database](#).
 - a. If the institution you want to attend is listed, determine which course(s) you want to take and the equivalent course(s) at WVU.
 - b. If the institution you wish to attend, or the course(s) you want to take, is not in the database, you must submit a [Transfer Equivalency Review Request](#). Then, when your course has been evaluated, move on to step 2.
2. Fill out the form below and email it to your advisor.
3. If you plan to attend more than one institution, you will need to fill out a separate form for each one.
4. You must make arrangements to be admitted and enrolled at the institution you selected.
5. You must have an official transcript emailed to PSC-Records@mail.wvu.edu or mailed to the Office of Enrollment Services after you have completed the course(s). Remember to take ONLY the course(s) that are approved on your form.

TRANSIENT APPLICATION

Name:

WVUID:

Email:

Current Majors:

Advisor:

Total Transient Hours Taken to Date:

Total Transient Hours Taken in Major to Date:

When do you plan to take this course? Please provide the term and year:

Term: Summer Fall Spring Year:

Full name of institution offering the course including branch campus if applicable:

Course(s) to be taken:

Please enter the courses subject code, number, title, and credit hours from the transferring institution (e.g. HIST 101 Western Civilization).

Host Credits WVU Credits

Are you currently registered for the WVU pre-requisites needed to take the course(s)?

Yes No Not applicable

I certify that this student is currently in good academic standing at West Virginia University (GPA 2.0 or higher).

Advisor Signature

Date

Dean of Academic Affairs Signature

Date