

Transient PDF Instructions for OUT OF STATE transient work

For transient work within the state of Florida, visit FloridaShines.org and submit request online

1. Student must navigate to the temporary institution's application or prospective student portal and determine what requirements the temporary school needs. The term "transient" is not used universally. Contact the intended school to find out their application process for a temporary or one-semester student. Note that this may not be an option at the intended institution, or they may not offer courses equivalent to FSU.
2. Student should initiate the request with their advisor. Advisor will produce this pdf form.
 - Find your advisor - <http://advisor.undergrad.fsu.edu/>
 - Student must first identify and list courses to take at temporary institution as it appears at the temporary institution to determine equivalency.
3. Advisor will confirm equivalency with the appropriate office(s) and send back to student if courses are deemed equivalent:
 - Department/Dean (upper division, major and/or graduation requirements)
 - The Office of Undergraduate Studies (lower division, general education requirements)
4. Student sends completed form to University Health Services for immunizations clearance
 - Visit <https://uhs.fsu.edu/>
 - Click on Records and Forms
 - Select Medical Records
 - Select "Click Here to download Release Medical records form".
5. After Health Services approval, student sends form to their Academic Dean's office for dean's signature.
 - If student has not formally admitted to major, send to Undergraduate Studies at undergradstudies@fsu.edu
 - If student has been formally admitted to major, send to graduating dean's office
6. Student or Dean's office will then forward to Registrar
 - Student may need to obtain a form certifying that the student is in good academic standing. For more information, visit: <https://registrar.fsu.edu/records/certification/>
7. Registrar sends the completed form back to the student to submit to the temporary institution.
8. If the student is looking to receive financial aid, they need to e-mail the completed form to financialaid@fsu.edu

Note - this form would likely have all that is needed when applying to temporary institution, but institutions operate differently. Some may not use the term transient and instead opt for a term such as "temporary" or even "special".

TRANSIENT STUDENT FORM

This form enables you to transfer credits of pre-approved courses ONE TERM ONLY.

PARENT SCHOOL: Florida State University.

Instructions:

1. Enter the school you will be attending as a Transient Student, known as the Receiving School, then complete and sign Section A.
2. Get your immunization clearance from the Health and Wellness Center.
3. Ask your Academic Adviser and Dean to complete and sign Section B.
4. The Registrar's Office of your Parent School (FSU) must complete Section C. You are responsible for mailing or hand delivering the original copy to the appropriate office of the Receiving School. (Address listed to the right.)

COMPLETION OF THIS FORM DOES NOT CONSTITUTE REGISTRATION

RECEIVING SCHOOL:

School Name: _____

Address: _____

City: _____

State: _____ Zipcode: _____

SECTION A: To be completed by student applicant. Do not leave any questions blank. Please print with a ball point pen.

1. _____ Social Security Number	2. _____ Last Name	_____ First Name	_____ MI
------------------------------------	-----------------------	---------------------	-------------

3. Term: <input type="checkbox"/> Fall, 20____ <input type="checkbox"/> Spring, 20____ <input type="checkbox"/> Summer, 20____	4. Birthdate ____/____/____ Mo. Day Yr.
--	--

5. Sex: <input type="checkbox"/> M <input type="checkbox"/> F	6. Race: _____ Nation of Citizenship: _____
---	---

7. Permanent Address: _____
Number and Street Address

City State Zip Code () Telephone Number

8. Address during term of attendance as a transient student _____
Number and Street Address

City State Zip Code () Telephone Number

I understand that if I register for courses not approved herein, I assume the full risk of transferability. I also understand that this application is for the ONE TERM specified and that a new form with approved courses must be submitted in order to continue my Transient Status. I also understand that I must provide my Parent School with an official transcript from the Receiving School and authorize the release of such records accordingly.

Signature of Student: _____ Date: _____

SECTION B: To be completed by Academic Adviser and Academic Dean. Please print firmly with a ball point pen.

COURSE APPROVAL: The above named student is hereby authorized to take the following course(s) during the one term specified. Transfer credit for these courses will be acceptable upon receipt of an official transcript as per the regulation of this Parent School.

Prefix and Course	Hours	Course Title	Parent School Equivalent
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Adviser Name: _____ Phone: _____

Signature of Academic Adviser: _____ Date: _____

Signature of Academic Dean: _____ Date: _____

SECTION C: To be completed by the Registrar's Office of the Parent School

- Y N 1. The above named student is regularly enrolled in a degree program and is eligible to re-enroll.
- Y N 2. This student has a Student Health Form on file indicating she/he has the required Measles and Rubella immunities.
- Y N 3. This student has the required documentation on file with the Parent School to meet the legal classification of:
- Florida Resident
 Non-Florida Resident
 Resident Alien
 Documented Alien

Signature of Registrar: _____ Date: _____

