



TRANSIENT STUDENT REQUEST FORM

A degree-seeking undergraduate student who wishes to be a transient student at another institution should complete this form and submit it to the Georgia Tech Registrar's Office for review (comments@registrar.gatech.edu). The Registrar's Office will verify academic standing and eligibility to study at another institution for possible transfer credit. Please review important information about transient status on page 2.

NAME GTID DEGREE/MAJOR

@gatech.edu

GEORGA TECH EMAIL ADDRESS TRANSIENT INSTITUTION

EMAIL For Host school FAX For Host School Year and semester you wish to attend as a transient student.

Transient Credit Information

Table with 4 columns: TRANSIENT INSTITUTION COURSE NAME AND NUMBER, CREDIT HOURS, EQUIVALENT GT COURSE NAME AND NUMBER, EQUIVALENT GT CREDIT HOURS

- By signing this form, this signifies my understanding of the eligibility requirements and instructions listed on page 2.
In addition, I understand that this form does not constitute approval of transfer credit at Georgia Tech.
I also understand that enrollment at another institution is subject to approval by the host institution.

STUDENT SIGNATURE: DATE:

To Be Completed by the Registrar's Office:

Student is currently in Good Academic Standing YES NO
Student is currently enrolled at GT YES NO

Registrar Signature & Printed Name Phone Date



Transfer Credit for Transients Students Policy

- Students who are enrolled at Georgia Tech may not receive credit for courses completed at another institution during the same academic term, except during the Summer term. A student must apply in advance for permission to be concurrently registered at both Georgia Tech and another institution, except during Summer term, by submitting a *Petition to the Faculty*.
- A course cannot be taken as a transient student if previously taken at Georgia Tech, except attempts which resulted in withdraw (W).
- All students must complete a minimum of 45 hours **required for their degree** in residence at Georgia Tech.
 - Once a student has completed undergraduate degree requirements to the point where they have their **final 45 credit hours required for their degree** remaining, they will be allowed to complete a maximum of 7 credit hours of transfer credit and have them applied to their degree requirements. This means that 38 of the **final 45 credit hours required** for an undergraduate degree must be completed in residence at Georgia Tech.
- Transient credit is subject to all Georgia Tech transfer credit policies.
- Courses will be reviewed upon return during the articulation process. Georgia Tech students are responsible for verifying the courses taken elsewhere will transfer back to Georgia Tech by reviewing transfer course information on the *Transfer Equivalency Chart*.

Transient Overview

- Transient (non-resident) credit is not computed as a part of the student's grade point average.
- A student must be active and eligible for enrollment at Georgia Tech. Students cannot request transient status if they have not completed one semester as a degree-seeking student at Georgia Tech. If your first semester at Georgia Tech results in all withdrawals for the term, you will not be eligible for transient status.
- If you are on academic Probation and at the end of the term you are enrolled at Georgia Tech your academic standing moves to Dismissal, the transient request will be null and void due to academic standing.
- It is the student's responsibility to comply with any other requirements such as prerequisites or co-requisites that the other institution may have regarding registering for classes.
- Georgia Tech does not verify if a student meets any prerequisite requirements at the transient school. This decision is at the discretion of the transient school.
- Students are responsible for completing all application requirements set by the transient institution. Students should submit this form to the transient institution if required.
- After completing the course, it is the student's responsibility to promptly request that an official transcript be sent from the other institution to:
 - Georgia Institute of Technology, Office of the Registrar, 225 North Ave NW, Atlanta, Georgia, 30332-0315 **OR** dc@registrar.gatech.edu.