



## Transient Request Form

**INSTRUCTIONS:** Student is to fill out this form and submit to [internationalization@ggc.edu](mailto:internationalization@ggc.edu) for review. Internationalization will coordinate for signatures. Read instructions and responsibilities on second page carefully.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

Student Address: \_\_\_\_\_

Are you receiving HOPE Scholarship or VA Benefits?  Y or  N

Name of Transient Institution: \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_

Address of Transient Institution: \_\_\_\_\_

EDUCATION ABROAD PROGRAM			GGC EQUIVALENT		
Course No.	Course Title	Cr Hrs	Course No.	Course Title	Cr Hrs
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____
TOTAL CREDIT HOURS: _____			TOTAL CREDIT HOURS: _____		

EDUCATION ABROAD PROGRAM BACK-UP			GGC EQUIVALENT BACK-UP		
Course No.	Course Title	Cr Hrs	Course No.	Course Title	Cr Hrs
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____

**STUDENT ACKNOWLEDGEMENT**

I understand that I am responsible for enrolling in courses appropriate to my major at the proper level and in the proper sequence. I also understand that any courses for which prior approval was not received may not be accepted as transfer credit by Georgia Gwinnett College.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**TO BE COMPLETED BY THE GEORGIA GWINNETT COLLEGE ENROLLMENT MANAGEMENT OFFICE:**

The above-named student is in good standing at Georgia Gwinnett College and has permission to enroll as a transient student and does not have permission to enroll as a transient student for the following reason(s): \_\_\_\_\_

Registrar/Director of Enrollment Management Name: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar/Director of Enrollment Management Signature: \_\_\_\_\_



### INSTRUCTIONS AND RESPONSIBILITIES FOR TRANSIENT PERMISSION

1. This is not an application for admission to the transient institution. A formal application for transient admission must be submitted directly to the college you wish to attend. It is the student's responsibility to comply with that college's standards and application deadlines. This form is valid for one term of enrollment only.
2. Complete all requested information on this form and submit it to the Enrollment Management Office. Allow a minimum of 48 hours for processing. The receiving institution will receive the completed form within 48 hours from the date of approval.
3. Students who seek transient status must obtain approval from the appropriate dean. Ask the office of Internationalization if you do not know who is to approve the form.
4. Those students who are enrolled at Georgia Gwinnett College may request to be a transient student at other institutions provided that the courses that they seek to take at another institution fall into one of the following categories:
  - a. the course(s) which the student is requesting to take is/are not offered at Georgia Gwinnett College during the semester in which the student desires to take the course(s)
  - b. the course(s) which the student is requesting to take is/are closed due to full enrollment during the semester in which the student desires to take the course(s).
5. In order to receive transient permission, it is the student's responsibility to:
  - a. be currently enrolled at Georgia Gwinnett College as a degree-seeking student.
  - b. be in good academic standing.
  - c. have completed all Learning Support and/or English as a Second Language requirements.
  - d. have completed all College Preparatory Curriculum (CPC) requirements.
6. In order to receive transfer credit at Georgia Gwinnett College for the specified courses, it is the responsibility of the student to:
  - a. enroll in courses appropriate to his/her major at the proper level and in the proper sequence.
  - b. complete the courses with a grade of "C" or better.
  - c. have an official transcript of transient courses sent to the following address at the end of the transient term:

Georgia Gwinnett College Enrollment Management Office  
1000 University Center Lane Lawrenceville,  
GA 30043
7. Students receiving HOPE scholarship or Veteran's Affairs Benefits must coordinate payment details with the financial aid offices at both Georgia Gwinnett College and the transient institution.

After all signatures are completed, return this form to the Office of Internationalization. Student understands that **any changes in course work that is not reflected in this form may result in not receiving credit. This form does not register or transfer course credits.** Student is responsible to send transcript to GGC Registrar after program completion. Final credit will be determined upon the Registrar's evaluation of the course(s).