



The purpose of this paper transient form is to discover how courses at **Non-Florida State University System (Non-SUS) institutions** such as a **private college** or **out-of-state institutions** will transfer to UCF **before** you take those courses. The following steps will help you complete the Non-SUS paper version of a transient form:

STEP 1 Go to the UCF Registrar's web site at registrar.ucf.edu.

STEP 2 Click on **Forms & Processes**.

STEP 3 Under the **Online Processes** menu on the right, click on **Transient Students**.

STEP 4 Under Outgoing UCF Transient Student, click on and download the **Transient Student Approval** form.

STEP 5 Fill out **Section A** of the **Non-SUS Transient Student** form.

STEP 6 Go to the website for the institution where you want to take the transient course(s) and look up the **course prefix(es)**, **course number(s)**, **course name**, and **credit hours** for your desired course(s). For example: **PSY 2012 General Psychology 3 credit hours**. You should also print out a **course description**. This will enable an advisor to look it up to see how it transfers into UCF.

STEP 7 In **Section C Part A** indicate the **prefix**, **number**, **name**, and **credit hours** of the course(s) from the **transient** institution in the appropriate boxes.

STEP 8 If you want to take a course that counts towards your **major requirements**, not a General Education Program (GEP) course, the form must be signed by an advisor in the **college advising office** of your major. *Note: The college may require that another department verifies the course equivalency prior to their signature - contact the college advising office for requirements.*

College Advising Offices: academicsuccess.ucf.edu/ssa/advising-offices/#college-advising

STEP 9 If you want to take a course that counts towards **General Education Program** or the **foreign language admissions or B.A. requirement**, the form must be signed by **Academic Services** in **Millican Hall 210**.

STEP 10 Once signatures from the college advising office and/or Academic Services have been obtained, take the form to the **UCF Registrar's Office** for a final signature in **Millican Hall 161**.

- UCF Registrar's Office will keep a copy.
- Keep a copy for your records.

STEP 10 Contact the **transient institution** and verify requirements to apply and enroll as a transient or non-degree seeking student. You may need to provide the transient institution a copy of your **Non-SUS Transient Student** form.

STEP 11 When you have completed the course(s), you must go to the **Registrar's/Records Office** at the **transient** institution and make arrangements for a **transcript to be sent to the UCF Registrar's Office**.

Financial Aid: If you are interested in using financial aid as payment for transient course work, please contact the UCF **Office of Student Financial Assistance** (www.ucf.edu/financial-aid/) to see if your aid can be applied towards course work at the transient institution. Most aid requires enrollment in UCF hours in addition to transient hours to receive financial aid. You may have to fill out a **Transient Notification Form for Financial Aid**.