



The purpose of the FloridaShines.org Transient Form is to request approval to complete courses at a **Florida public college or state university** for transfer to a UCF General Education Program, foreign language, and/or degree requirement ***before*** enrolling and completing the courses.

The following steps will help you complete the FloridaShines.org Transient Form:

- STEP 1** From a web browser, go to: <https://www.floridashines.org/>
- STEP 2** Scroll down to/click on **Take a course as a Transient Student** option.
- STEP 3** **Read the instructions carefully.** It is your responsibility to find out if the transient institution requires a separate admissions application beyond the transient application you are about to complete.
- STEP 4** Scroll down to and click on **Apply or Check Application Status Now.**
- STEP 5** **Select UCF from the drop-down menu.** Login with your **NID** and **NID password.**
- STEP 6** Choose your **School or College** (*college* of your major) and **Program** (*major*) and click on **Next.**  
*You must use the major currently showing on your degree audit or your form cannot be processed.*  
If you recently changed your major, be sure this is reflected on your degree audit or wait until it is updated. If you are an undecided major like the following – **Undecided Business or Undecided Sciences** – then you **must** select a major from the college of the undecided major in order to have the form processed properly. **Undeclared students** should select “Undeclared Freshman.”
- STEP 7** Fill out the **contact information**, the **home/host school information**, and **transient term** and **year.**
- STEP 8** Fill out the **course prefix** and **number**, the number of **credit hours**, and the **course title** of the course(s) from the **“HOST” (Transient)** institution in the appropriate boxes. Use the course catalog of the **transient institution** to look up this information online.
- STEP 9** **Check the appropriate box(es)** depending on what you want each of your courses to count for: **“General Education”** or **“Major Requirements”** or **“Electives”** or **“Not Required for Degree.”**
- STEP 10** **Include any comments** in the “Student Comments” box. *The more information that you can provide concerning the requested courses for the academic advisor reviewing your form the better.*
- STEP 11** Answer the questions regarding use of **financial aid.** If you indicate that you intend to use financial aid for your requested courses your transient form will be reviewed by the **Office of Student Financial Assistance (SFA)** at **UCF.** Contact SFA or visit their website for additional information on eligibility to use your aid for transient courses: [www.ucf.edu/financial-aid/apply/transient/](http://www.ucf.edu/financial-aid/apply/transient/)
- STEP 12** Once you complete and verify the form details, click on **“Click to Sign”** and then **“Send”.**  
The form will go to the appropriate UCF offices for processing in the following order: (1) *College Advising Office for courses in the major,* (2) *Registrar’s Office for General Education courses and courses to fulfill the foreign language admissions or B.A. requirement,* (3) *Registrar’s Office for final review,* and (4) *Student Financial Assistance (if applicable).*  
Once approved by the appropriate UCF offices, your form will be passed on to the transient institution. You will receive email notifications updating your application status after each UCF office and the transient institution processes your application. You can also log back into the FloridaShines.org website to check the status of your application.
- STEP 13** Following approval at the transient institution of the FloridaShines.org Transient Form follow instructions from the **transient institution to complete registration for the approved course(s).**
- STEP 14** **When you have completed the course(s) and final grades are posted,** request an official transcript from the **transient institution** and arrange for a **transcript to be sent to the UCF Registrar’s Office.**

