This guide outlines the steps necessary to complete courses at a **Non-Florida State University System (SUS) or Non-Florida College System (FCS) institution**, such as a **private** or **out-of-state institution**, for transfer to a UCF General Education Program, foreign language, and/or degree requirement.

STEP 1 Contact the **transient institution** and verify requirements to apply and enroll as a transient or non-degree seeking student.

STEP 2 Go to the Registrar's Office **Transient Students page**, registrar.ucf.edu/transient-students/.

STEP 3 Under Outgoing UCF Transient Student section, click on and download the **Transient Student Approval form**. Open and/or print the document.

STEP 4 **Fill out Section A** of the **Non-SUS Transient Student** form with your contact information, transient institution name, city, and state, and the intended term of enrollment.
If the course is to be taken outside the United States, answer accordingly and complete Section B.

STEP 5 Look up the **course prefix, course number, course title,** and **credit hours** for your desired course(s) on the institution website where you wish to enroll as a transient student.

   For example: **PSY 2012 General Psychology 3 credit hours**.

STEP 6 **Fill out Section C Part A** with the **course prefix, course number, course title,** and **credit hours** of the course(s) at the **transient** institution in the appropriate boxes. *Do not use UCF course info.*

STEP 7 Sign and date the **Student Acknowledgement** statement.

   Option 1: Print, physically sign and date, and scan the document.

   Option 2: Using Adobe Acrobat Reader provide a digital signature and save an electronic copy.

STEP 8 Submit the completed form to appropriate office according to purpose of the requested course(s).

   Major/Minor/Certificate Courses
   Submit the form to the **college advising office.** Contact information for college offices can be found at academicsuccess.ucf.edu/ssa/advising-offices/#college-advising

   General Education Program or the **foreign language admissions or B.A. requirement**
   Submit the form electronically to the **Registrar's Office** at acadserv@ucf.edu

   You are recommended to submit forms separately to the college advising offices and Registrar Office for courses that fulfill multiple requirements (major/minor/certificate and GEP).

STEP 9 **Wait for your form to be processed** by the College Advising Office and/or Registrar's Office. If approved, the form will be forwarded for a final approval by the **Registrar's Office.**

   *You may need to provide the transient institution the completed **Non-SUS Transient Student** form. If required, request a copy of the form by contacting the Registrar's Office at roenrollment@ucf.edu.*

STEP 10 **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**

Financial Aid: Students must meet all Federal, State and Local requirements to receive aid. Qualification for aid to be determined at a later date. Please review the Program Eligibility Chart at www.ucf.edu/financial-aid/resources/program-eligibility-charts/ for the minimum hours required for aid eligibility. Additional information about the Transient Enrollment Process can be found at www.ucf.edu/financial-aid/apply/transient/

Non-Academic Impacts of Transient Enrollment: Transient enrollment can impact non-academic items (insurance eligibility, good student discounts, minimum hours for housing agreements, etc.). Discuss your transient and/or part-time enrollment plans at UCF with an academic advisor.