

## **TRANSIENT REQUEST PROCESS**

If you would like to take courses at another institution and receive WVU credit, please visit the [Transfer Credits database](#) to find a suitable course.

If you are studying abroad, please complete the study abroad request application.

<b><u>WHO completes this form?</u></b>	This form must be completed by student and then given to the advisor for processing and approval.	
<b><u>WHO submits this form?</u></b>	This form must be submitted by the advisor via Team Dynamix.	
<b><u>HOW is it approved?</u></b>	This form will be reviewed by the Dean or their designee after it has been submitted online.	
<b><u>Student Requirements:</u></b>	I, the student, have read and understood the requirements listed on the website. <a href="https://registrar.wvu.edu/transfer/transient-coursework">https://registrar.wvu.edu/transfer/transient-coursework</a>	<b><u>Check</u></b> <input type="checkbox"/> <b><u>Initials</u></b> <input type="text"/>
<b><u>Advisor Requirements:</u></b>	By submitting this form, I (the advisor) confirm that the student meets all the requirements for transient study, <b><u>does not violate the student's residency requirements</u></b> , that the form is complete and accurate, and that the course in question has a determination of transferability.	

### **Instructions.**

1. Go online to the [Transfer Credit database](#).
  - a. If the institution you want to attend is listed, determine which course(s) you want to take and the equivalent course(s) at WVU.
  - b. If the institution you wish to attend, or the course(s) you want to take, is *not* in the database, you should submit a [Transfer Equivalency Review Request](#) to ensure desired transferability.
2. Fill out the form below and email it to your advisor.
3. If you plan to attend more than one institution, you will need to fill out a separate form for each one.
4. You must make arrangements to be admitted and enrolled at the institution you selected.
5. You must have an official transcript emailed to [WVUAdmissions@mail.wvu.edu](mailto:WVUAdmissions@mail.wvu.edu) or mailed to the Office of Admissions after you have completed the course(s). Remember to take **ONLY** the course(s) that are approved on your form.
6. Always consult your advisor before you take a course at another academic institution.

## TRANSIENT APPLICATION

**Name:**

**WVUID:**

**Email:**

**Undergraduate:**

**Graduate:**

**Current Major:**

**Advisor:**

**Total Transient Hours Taken to Date:**

**Total Transient Hours Taken in Major to Date:**

**When do you plan to take this course? Please provide the term and year.**

**Term:**      Summer       Fall       Spring       **Year:**

**Full name of institution offering the course including branch campus if applicable:**

**Course(s) to be taken:**

Please enter the course subject code, number, title, and credit hours from the transferring institution (e.g., HIST 101 Western Civilization).

Host Credits   WVU Credits

**Are you currently registered for the WVU pre-requisites needed to take the course(s)?**

Yes       No       Not applicable

If the student requires approval to enroll in the transient course, sign below and provide them with a copy. This endorsement is preliminary and does not constitute final approval to post the course to your transcript.

I certify that this student is currently in good academic standing at West Virginia University (GPA 2.0 or higher).

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**Advisor Signature**

**Date**