

### 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>	<b><u>Initials</u></b> <input type="text"/>
<b><u>Advisor Requirements:</u></b>	By submitting this form, I (the advisor) confirm that he 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.

- Go online to the [Transfer Credit database](#).
  - If the institution you want to attend is listed, determine which course(s) you want to take and the equivalent course(s) at WVU.
  - 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.
- Fill out the form below and email it to your advisor.
- If you plan to attend more than one institution, you will need to fill out a separate form for each one.
- You must make arrangements to be admitted and enrolled at the institution you selected.
- 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.
- 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**