



Office of the Registrar Transient Request Form

In order to be eligible for transient status, a student must be an undergraduate, in good academic standing, and have completed at least one semester at KSU. Students must be currently enrolled or enrolled within the past three semesters. Students who are not in good academic standing may complete this form to acquire a letter of no objection. Transient coursework will not be included in the KSU Institutional GPA. If a student repeats an institutional course as a transient student and receives a higher grade in the transient course, the repeated KSU grade will be EXCLUDED from the KSU Institutional GPA. Transient forms can only be processed for the next upcoming semester. Students on disciplinary suspension or expulsion will not be issued a transient statement.

Student Information

Last Name: _____ First Name: _____
 KSU ID: _____ DOB: _____
 Phone Number: _____ Net ID: _____@students.kennesaw.edu

Transient Institution Information

Transient Institution: _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____ Phone: _____
 Fax: _____ Email: _____

Semester Requested: fall spring summer Year: _____ **Petitioned to Graduate:** Yes No

Transient Letter is to be: mailed to transient institution mailed to student emailed to student*
 emailed to transient institution* faxed to transient institution (\$10 fee) picked-up in-person by student

Student Checklist

- Meet with your academic advisor and department chair to determine the appropriate combination of transient coursework.
- Review pre-req course(s) needed for transient course(s).
- Compare transient course(s) and KSU course(s) through [KSU's Course Transfer Search Engine](#) AND consult an advisor about any possible course substitutions.
- Speak with the Financial Aid Office to arrange payment for transient course(s) and to discuss eligibility for the consortium agreement.
- After completing the transient course(s), request a transcript from the transient institution to be sent to KSU.

List all course(s) in which you plan to take as a transient student and the KSU equivalent using [KSU's Course Transfer Search Engine](#), located on the Transfer.Kennesaw.edu site under 'What Transfers?'

Transient Course Information				Kennesaw State University Course Information			
Course Prefix	Course #	Transient Course Title	Hours	Course Prefix	Course #	Home Course Title	Hours

Student Signature: _____ Date: _____

Return this form to the Office of the Registrar, email registrar@kennesaw.edu, Marietta, building B or Kennesaw Hall, Rotunda

*Emails must be sent to a .edu email address. Otherwise you must select another form of delivery. Student will be notified via their KSU student email account once the form is ready for pick-up, has been faxed, mailed or emailed to the transient institution.

Office of the Registrar Use Only

- Student is in good standing and eligible to go transient for the semester indicated above.
- KSU has no objection to the student going transient for the indicated semester above based on the student's:
 - academic probation academic dismissal first semester
- Student is NOT eligible to enroll as a transient student because they have not attended KSU within three semesters.
- Student is NOT eligible to enroll as a transient student because they are on disciplinary suspension or expulsion.

Registrar Signature: _____ Date: _____

Processed by Initials: _____



Disclaimer to the Transient Institution: The Office of the Registrar at KSU is only verifying if the student is eligible to go transient. It is the student's responsibility to verify the courses they plan to take will transfer back and apply to their degree program. Should you have any questions, please email registrar@kennesaw.edu.