

HOW TO COMPLETE AN ONLINE TRANSIENT FORM

UCF Students who desire to attend another Florida public institution as a Transient Student must complete the “Transient Student Form” online, which is available on the **Florida Shines website: www.floridashines.org**. Students wanting to attend a Florida private institution or an institution outside the state of Florida, refer to back of this page for more information. This process ensures that the courses attempted at another institution will transfer and meet UCF Degree/General Education Program requirements.

1. To complete the form online, visit www.floridashines.org
2. Under “Succeed in College”, select **Take a Course at Another School**.
3. At the bottom of the page click on **Start or check the status of your Transient Student Admission Application now**.
4. **Select your home institution:** Select University of Central Florida from the dropdown box.
5. **Enter your NID.**
6. **Enter your NID Password** and Click on **Submit**.
7. **Select the School or College** (of your major).
8. **Select your program** (your major). If you are undeclared, select **Undeclared Freshman** or **Undeclared Non-Freshman**. Click on **Next**.
9. Complete the form – required fields are denoted by an asterisk (*). Please be sure to enter your email address.
10. *How do I enter the course information?* Look up the course information on the transient institution’s website or catalog. Find the course prefix, number, credit hours, and title for each course you want to take. Enter the transient institution’s course information. (i.e.: Prefix = PSY; Number = 2012; Hours = 3; Course Title: General Psychology).
11. *Why are you taking the course?* If the course counts toward a General Education Program requirement, check the **General Education**
12. box. If the course completes a requirement in your major, check the **Major Requirements** box. If the course is an elective, check the **Elective** box.
13. **Student Comments** (optional): You can submit any comments in the box provided.
14. When you have completed filling out the form, click on **Click to Sign** for your name to appear and for your signature to be valid. Click on
15. **Submit**. After you have submitted the form, it will automatically be forwarded to the appropriate advising office, as follows:
 - a. **Declared Students:** College Advising office (College of Sciences for NSCM majors)
 - b. **Undeclared Freshman:** First Year Advising
 - c. **Undeclared Non-Freshman:** Transfer and Transition Services
16. After the form has been reviewed by the advising office and Academic Services, it will be forwarded to the Registrar’s Office for final approval. Once approved, the form will be forwarded to the transient institution. You should receive updates on the status of your application via emails from the institutions throughout the review process.

FINANCIAL AID:

Transient hours cannot be used to fulfill hour requirements for institutional programs such as the UCF Grant, UCF Scholars Award, UCF Merit Award, and Pegasus Scholarships. Check the [Program Eligibility Chart](#) for detailed requirements for each program. You are responsible for paying fees to the transient institution by the deadline date of that institution. UCF will process financial aid for UCF degree-seeking students only. Only courses used to satisfy UCF degree requirements will be considered. For more information visit <http://finaid.ucf.edu/applying/transient.html> or contact the UCF Financial Aid Office at (407) 823-2827

WHAT’S NEXT?

As soon as you have completed the courses and the grades are posted, you must submit a request to the transient institution to send an official transcript to UCF’s Office of Student Financial Assistance at 4000 Central Florida Blvd. Millican Hall, Room 210 Orlando, FL 32816-0113. **It is the student’s responsibility to ensure that UCF receives a transcript from the transient institution.**

ANY QUESTIONS?

Please review your degree audit and catalog requirements before you meet with an academic advisor. Your degree audit is available online via myUCF at <https://my.ucf.edu> > Student SelfService > Student Center. The Undergraduate Catalog, current and archived versions, are available online at <http://www.catalog.sdes.ucf.edu>.

Outgoing UCF Transient Student

At a non-public Florida Institution, or a non-Florida Institution

If you would like to take courses at a *non-public Florida* institution, or a *non-Florida* institution, you must fill out the [Transient Student Approval](#) form and turn in the document at the Registrar's Office, after the appropriate advisor approves and signs the form. UCF Outgoing Transient Students must also complete and submit a Consortium Agreement with the Office of Student Financial Assistance.

- Visit the College of Sciences Academic Services to begin the Transient Student Approval process: cosas@ucf.edu | 407-823-6131 | CSB, 250
- Course equivalencies for your major are processed by the Nicholson Academic Student Services Center and reviewed by appropriate faculty members.
- General Education classes are processed by the Office of Academic Services: <http://www.academicsservices.ucf.edu/> | 407-823-2691 | Millican Hall, 210
- The Registrar's Office processes Residency, Immunizations and Enrollment Eligibility: <http://registrar.ucf.edu/transient-students> | 407-823-3100 | Millican Hall, 161
- Office of Student Financial Aid: <http://finaid.ucf.edu/> | 407-823-2827 | Millican Hall, 120

When you include your **knights email** on the form, you will receive an email each time your form is processed.

A new [Transient Student Approval Form](#) must be completed if any information is not correct or if additional classes are taken that are not approved.

REQUIREMENTS & POLICIES

- Courses taken without approval may not be accepted by UCF to meet University or major requirements.
- Students must be enrolled at UCF during the term of graduation. Students may not be transient during the term of graduation. Consult your college/school academic advising office.
- Students are required to complete 30 of the last 39 credit hours in residency at UCF.
- Courses taken at a two-year college will not reduce or satisfy the nine-hour summer enrollment requirement or the 48-semester hour upper-level requirement.
- It is the student's responsibility to request, from the Transient Institution, an official copy of your transcript to be sent to Registrar's Office after completion of the term.