

This application is intended for students seeking to complete transient coursework out-of-state or at an institution not listed on [FloridaShines](#).

Review the information below and complete the included transient application:

1. Students intending to take transient courses must satisfy the following **eligibility criteria**:
 - Completed at least one semester at Santa Fe College
 - In academic good standing
 - Degree seeking student at Santa Fe College
 - No active registration holds
 - Will transfer transient courses back to SF to be applied toward SF degree requirements
 - Have satisfied (or are currently in progress for) all SF pre-requisites for the intended transient course(s)

2. Before completing this application, contact the institution where you would like to take classes (Host Institution) to:
 - Ensure that institution will be offering the course(s) you would like to take during the term you wish to take them.
 - Verify if there are any deadlines or other requirements that must be completed before enrolling (i.e. – admission application, college transcript, etc.)

3. If you are unsure if the course(s) you plan to take will be accepted as an SF equivalent course, please send an email to a Transcript Evaluator at TE@sfccollege.edu to verify.

4. [Schedule an appointment](#) with your Academic Advisor to review your application and address any additional questions you may have about taking transient courses.

5. **International students in F-1 status** must meet with International Student Services (S-310) before submitting this form.

6. **Completed Transient Applications can be submitted via email to registrar@sfccollege.edu or in person at the Office of the Registrar, Northwest Campus, Building R, Room 112.**

7. You will receive email confirmation through your Santa Fe Office 365 email account once your Transient Application has been processed.

Student Name: _____ SF ID: _____

Address: _____ Phone: _____

Term and Year as a Transient Student: _____

Name of College Attending as Transient Student Campus

College Street Address City, State Zip

Course Number	Course Title	Credit Hours	Completed by Transcript Evaluator: SF equivalent
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are you currently an International Student in F-1 status? If yes, you must meet with International Student Services (S-310) before submitting this form:

NO
 YES: _____ - I met with this student to discuss their transient application.
OFFICIAL SIGNATURE- International Student Services

By signing this document, I certify that I have read and understand the following:

- If I register for courses not approved herein, I assume full risk of transferability.
- This application does not constitute admission to the other institution.
- This application is for the ONE TERM specified and a new form with approved courses must be submitted in order to continue my transient status.
- I must provide SF with an official transcript from the host institution upon completion of any transient courses, and I authorize release of such records accordingly.
- To earn a degree from SF, I must earn a minimum 2.0 GPA on coursework taken at SF, and courses taken as a transient student will only calculate into my All College GPA, but not my SF GPA.
- Students attending SF MUST complete at least 25% of coursework towards their chosen degree at SF in order to be considered for graduation at SF.
- The Financial Aid Office at SF will not enter into a Consortium Agreement as the Home institution with any in-state private schools or out-of-state schools (public or private). As such, I will not receive financial aid from SF if I take the above listed courses at the above identified Host Institution.

Student Signature Date

OFFICE USE ONLY

Relevant SF equivalent courses have been entered above: _____
OFFICIAL SIGNATURE- Transcript Evaluator Date

An advisor has reviewed this student's eligibility and academic requirements and recommends:
 Approval Denial

Advisor Comments: _____

Academic or Program Advisor: _____ Date: _____

The Office of the Registrar as verified that the above-named student has the following residency status:
 Florida Resident for Tuition Purposes Non-Florida Resident for Tuition Purposes

The above-named student is authorized to take the following course(s) during the one term specified. Transfer credit of these courses will be evaluated upon receipt of an official transcript.

Office of the Registrar Certification: _____ Date: _____