Transient Process

Students seeking to participate as a transient during this remote period of operations may do so via email.

The process is as follows:

1. **Navigate to Registrar’s Office, then click the forms section in the red box.**
   - **Click on Transient Request Form Undergraduate**
   - Registrar > forms > Transient Request Form Undergraduate

   ```
   Forms
   - Academic Dismissal Form
   - Add/Drop Course Form
   - Application for Withdrawal from Undergraduate Form
   - Closed Class Permission Form
   - Course Change Form
   - Course Withdrawal Form
   - Cross Registration Form – AFCE
   - Degree Request Form
   - Dissertation/Thesis Certification Form
   - Enrollment Verification Instructions
   - Graduation Application - Graduate
   - Graduation Application - Undergraduate
   - Graduate Foreign Language Reading Exam
   - Transcript Request Instructions For Students Who Attended After 2000
   - Transcript Request Instructions For Students Who Attended Prior to 2000
   - E-transcript (NOTE: E-transcripts service is available to currently enrolled students and students who have submitted previous transcript requests via Bannerweb. Before you submit an e-transcript request please review your unofficial transcript to make sure all credits are posted and if you graduated your degree has been awarded.)
   - Transient Request Form Undergraduate
   - Transient Request Form Graduate
   - Veteran Certification
   - New Veteran - Student Certification
   - Return to Veteran Certification
   ```
2. Fill out the electronic form, see example below.

![Electronic form example]

3. Upon receipt of the completed form, an official Transient Permission Form will be returned to you via DocuSign.

![DocuSign notification]

4. Click on Review Document, an agreement will populate across the screen for signature and verification.
5. Click I agree to use electronic records and signatures, then click continue.

6. Fill out the highlighted areas indicated for you. Complete the form via DocuSign and click finish.

7. A confirmation of the completed form will be emailed to the Student, Student’s Advisor, the Executive Director of CASS and the Host University where the student will be transient.