Student Information

Last Name	First Name	UA ID Number
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Current Major (Plan)	Current College (Program)) Class Level
Telephone Number	UA Email Address	
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Instructions

- 1. Read the transient student information located at http://www.uakron.edu/registrar/additional-resources/transient.dot.
- 2. You are requesting permission to take a specific course. Therefore, when filling out this form, you must provide the exact course name and number of the host institution course.
- 3. Log into one of the following resources: (1) https://www.uakron.edu/transfer/ted and select the country, state and school OR (2) https://transferology.com (this website requires that you create an account) and enter the school name, term and course you wish to enroll in. If the course shows an equivalent to a UA course, enter the course information on this form.
- 4. If no equivalency exists, you will need to obtain a course description from the host institutions catalog (or website) and/or a course syllabus and take it to the equivalent UA department for faculty review. Once the faculty member has reviewed the course information and made a decision about its equivalency, he/she will need to fill out and sign the department equivalency information on this form.
- 5. If you are requesting a waiver of the Final 30 Credits in Residence requirement, you must provide a written rationale and attach it to this form.
- 6. Contact your academic advisor to schedule an appointment to meet and discuss your transient permission request. Your academic advisor's signature is required on this form.
- 7. Obtain your college dean's signature. Your academic advisor will provide instructions on how to obtain this.
- 8. A copy of this approved form must be submitted to the Office of the University Registrar either via email at registrar@uakron.edu or in person at the Zip Assist information counter located in the lobby of Simmons Hall.
- 9. Retain the original for your records. The host institution may require a copy of the approved form prior to registration.
- 10. Once the transient course has been completed at the host institution, request that an official transcript be sent to:

 Office of the University Registrar, The University of Akron, Akron OH 44325-6208

Reason for Request (optional)

Conditions of Request (sele	ct all that apply) (pursuant to University Rule 3359-60-03.1)
☐ Student is in good academic st	anding.
☐ Student is not requesting to ap	ply more than 18 credits of transient coursework toward a baccalaureate degree or 9 credits
toward an associate degree durin	g the student's academic career at The University of Akron (Education Abroad is excluded).
☐ Student is not requesting to co	mplete transient coursework during the last 30 credits of a baccalaureate degree or 15
credits of an associate degree.	□ **Exception requested to last 30/15 in residence by student's dean (signature required).
\square Student understands that an o	fficial academic transcript must be sent directly to UA's University Registrar (+6208) from
the host institution upon completic	on of transient coursework.

Conditions Verified. Academic Advisor's Signature	Academic Advisor's Printed Name	Date		

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