



## Transient Student Policy

Students **must be in good standing academically at AASU** to request transient permission.

Students must have been **enrolled at AASU for the semester immediately prior to the transient term(s)** (excluding summer).

Students may be approved for transient status for only one term at a time (maximum of two consecutive terms). Official transcript for first term must be received prior to approval of second term of transiency.

**Graduating seniors** should attach written permission from their major department head for transiency during their final term before graduation (including independent study). Students are responsible for assuring that official grade for course(s) is on file in the AASU Registrar's Office by the date senior grades are due for that term. Subject to final approval by the Registrar's Office.

**Learning Support students** must obtain transient permission from the Office of Learning Support prior to submitting form to Registrar's Office.

**Study Abroad Participants** requesting transient permission through the AASU Study Abroad program should visit the Office of International Student Services (Gamble Hall 204A) for assistance in completing the transient form.

## Transient Student Procedures

Armstrong Atlantic State University students who are in good academic standing and wish to attend another institution should follow the procedures listed below:

Contact the institution you wish to attend to obtain admission information including application deadline, course offerings and descriptions for the term you wish to enroll. A formal application for admission must be submitted to the institution for which this transient permission form is requested. **It is your responsibility to comply with the transient institution's standards and application deadlines.**

Complete the Undergraduate Transient Permission Form with your academic advisor and return the completed form to the Registrar's Office. The AASU website ([www.es.armstrong.edu/registrar](http://www.es.armstrong.edu/registrar)) offers a partial list of course equivalents at University System of Georgia or nearby institutions.

Most institutions publish catalogs on their website.

A hold will be placed on your record until AASU receives a transcript indicating completion of your transient term.

You will receive a sealed copy of this completed form (to send to the transient institution) and a copy for your records. Submit the completed original form (in the sealed envelope) to the transient institution.

### Upon completing transient term

Request a transcript of completed transient course work be sent to the AASU Office of Enrollment Services. Once received, courses will be evaluated and posted to your AASU academic record.

**You must provide an official transcript from the transient institution at the end of the specified term in order to be permitted to register and/or get financial aid for a subsequent term at AASU. If you did not attend the transient institution, you should request written enrollment verification from that institution indicating non-attendance. The hold on your record will be removed.**

International transcripts require an official, comprehensive course-by-course evaluation from an international evaluation agency. Two possible choices are listed below:  
Josef Silney & Assoc., Inc. <https://www.jsilny.com> or  
World Education Services <https://www.wes.org>

### Requesting AASU financial assistance for the transient term?

You must submit a copy of the completed Undergraduate Transient Permission Form and sign a consortium agreement in the AASU Office of Financial Aid.

NOTE: Not all institutions participate in financial aid consortium agreements and not all course work qualifies for aid. AASU does not control the transient institution's fee payment deadline. Students may be required to pay the transient institution upfront and be reimbursed when aid is disbursed.

### Requesting veteran's benefits through AASU for the transient term?

You must submit a copy of the completed Undergraduate Transient Permission Form to the AASU Veterans Affairs Coordinator (Victor Hall 105).

**It is the student's responsibility to follow deadlines specified by the other institution.**