TRANSENT PERMISSION FORM

This form should be submitted to an institution requiring proof of permission to register as a transient/visiting student. A copy of the student’s Degree Works degree audit and/or unofficial transcript, indicating the course(s) approved for transfer, must accompany the form.

Name ________________________________

College of Charleston ID#______________ College-Issued Email ________________

Phone (_____) ______________________

I plan to enroll during the___________(summer/fall/spring) term of___________(year)

<table>
<thead>
<tr>
<th>Titles of Requested Courses</th>
<th>Department</th>
<th>Course #</th>
<th>Section #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Parasitology</td>
<td>BIOL</td>
<td>436</td>
<td>001</td>
</tr>
</tbody>
</table>

TO THE STUDENT:
Before completing this form, please follow these steps:

1. Submit the appropriate Coursework Elsewhere Form to the Registrar’s Office. (See “Forms” and “Transfer Credit” on the Registrar’s Office’s website.)
2. Verify the course(s) requested for transfer appears on the Degree Works audit and/or transcript, which indicates if the course(s) has been approved for transfer credit.

After following these steps, send the other institution a copy of this form along with a printed copy of your Degree Works degree audit and/or unofficial transcript from MyCharleston.

Students should contact the Office of Student Affairs (843-953-5522) if the other institution also requires the submission of a Letter of Good Standing.

TO THE TRANSIENT INSTITUTION:
This form, along with the printed Degree Works degree audit and/or transcript attached to it, signifies that the above student is in good standing with the College of Charleston and has permission to register as a transient student at another institution in order to transfer credit from that institution to the College of Charleston. Course(s) approved for transfer for the requested term will be indicated on the Degree Works degree audit and/or transcript with the grade “PT.”

Thank you,

Dawn Bare

Dawn Bare
Associate Registrar for Transfer Evaluation
Phone: (843) 953-5668

Last revised: 1/15/2016