

## TRANSIENT PERMISSION FORM

*Please type or print clearly in ink*

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, indicating the course(s) approved for transfer must accompany this form.

The College of Charleston does not sign other institution's transient permission forms. In lieu of a signature on another institution's form, the Transfer Resource Center provides students with this form and a "VP" (visiting permission) indicator on a student's DegreeWorks degree audit as permission to take a course at another institution.

Student Information	
Name	CWID
College-Issued Email	Phone Number

I plan to enroll during the \_\_\_\_\_ (summer/fall/spring) term of \_\_\_\_\_ (year).

Course Information			
Title of Requested Course	Department	Course #	Section #
<i>Example: Parasitology</i>	<i>BIOL</i>	<i>436</i>	<i>001</i>

### TO THE STUDENT:

Before completing this form, please follow these steps:

1. Submit the appropriate Coursework Elsewhere Form to the Transfer Resource Center. (See "Forms" and "Transfer Credit" on the Transfer Resource Center's website.)
2. Verify the course(s) requested for transfer appears on the Degree Works audit, 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.

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, 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 with the grade "VP."



Laura K. Tyndall, Associate Registrar for Transfer Evaluation