



Domestic Transient Study Guidelines

Follow these steps to complete the transient study application and credit transfer process. Before you apply, you should:

- Determine if the host institutions you plan to attend have their own transient study applications and permissions forms requiring the signature of a college official. Submit these forms to transientstudy@emory.edu.
- Research content of host institution's courses. Emory College will accept credits from accredited institutions, including two and four-year community colleges.
- Please review the Frequently Asked Questions document for details about credit hours and return of credit. You may also email questions to transientstudy@emory.edu.

Eligibility

To participate in Domestic Transient Study, students must:

- Cannot be on honor or conduct code probation, or on title IX disciplinary probation
- Have a cumulative Emory GPA of a 2.0 or higher
- Have completed fewer than 64 credit hours, including the planned transient coursework

Submit Application With Payment

- Submit a one-time, non-refundable \$100.00 application fee through the link on the Domestic Transient Study website. Students are responsible for payment of tuition and fees to the host institution.
- For students who can demonstrate financial need, you may request an application fee waiver by emailing transientstudy@emory.edu. You will be informed via email whether your request is approved.
- Submit an initial application through College Connect or by using the link on our website. You will be asked to upload a copy of your payment receipt in the application.
- Students incur no additional charges for submitting a supplemental application. A supplemental application must be submitted for approval for any changes in courses, course equivalencies, and/or host institutions the student plans to attend.
- Registration delays at the host institution can be avoided by submitting transient study applications at least three to four weeks prior to the host institution enrollment deadline.

Receiving Transient Study Approval Notification

- Students will be notified via email of transient study approval with a "Letter of Authorization." This letter will indicate which courses have been approved or denied for transient study credit.
- If at least one of your courses was approved, a "Good Standing" letter from Emory College will be emailed directly to the host institution. Registration delays at the host institution can be avoided by correctly entering the host institution email address on the Transient Study application form.

Request the Host Institution Send a Transcript to the Domestic Transient Study Office

- Colleges/universities do not send official transcripts automatically: there are privacy laws requiring institutions to get a student's permission in writing to release official records.
- Emory College can receive transcripts electronically or via postal mail to the following address:

Domestic Transient Study

Office for Undergraduate Education

Emory College of Arts and Sciences

301 Dowman Drive

Atlanta, GA 30322

- Students will be notified of credit posting via email after receipt of the official transcript and final application review. Depending on the volume of other transcripts being received, credit evaluation may take 1-4 weeks.
- We ask that students request their transcripts as soon as summer grades are posted. Your transcript should be received by **October 1** at the latest in the following fall semester.
- Transient study coursework only includes the transfer of credits. No grades will be posted to a student's Emory record, nor will the GPA be calculated with Emory GPA. Students must receive a grade of "C" or better in courses to receive transient student credit. Credit with a grade of "C-" or lower will not transfer.