



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 institution you plan to attend has their own transient study application or form requiring the signature of a college official. Submit these forms to transientstudy@emory.edu.
- Research content of the host institution's courses. Emory College will accept credits from accredited institutions, including 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.

Domestic Transient Study Eligibility

- Student cannot be on honor or conduct code probation or on Title IX disciplinary probation.
- Student must be in good academic standing, maintaining a cumulative GPA of 2.0 or greater.
- Student must have fewer than 64 earned credit hours (including the planned summer transient study hours).

Submit Application With Payment

- Apply through College Connect or by using the link on our website.
- After submitting your application, you'll be taken to your status page where you can submit the one-time, non-refundable \$100.00 application fee. 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.
- 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 3-4 weeks prior to the host institution enrollment deadline.

Receiving Transient Study Approval Notification

- Students will receive a status update email once their application is updated in the system. This email will direct you to the Application Center where you can view and download the decision letter showing each course approval or denial.
- If at least one of your courses was approved, a "Letter of Good Standing" 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 to transientstudy@emory.edu 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 1-2 weeks.
- We ask that students request their transcript 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 grades be included in the 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.