

HOW TO SUBMIT YOUR ONLINE TRANSIENT FORM

The purpose of a transient form is to find out how courses at another institution will transfer into UCF before you take the course. The transient form must be submitted electronically.

The following steps will help you complete an electronic transient form:

- From your web browser, go to <https://www.floridashines.org/>
- Select "Take a Course At Another School" from the menu across the bottom of the page
- Select "Start or check the status of your transient student application now" at the bottom of the page
- Select your home institution; enter your NID; enter your NID password (Login for myUCF)
- Select the college in which you're enrolled (i.e. Health Professions & Sciences):
 - Select the program in which you're enrolled (i.e. Health Sciences)
 - Select "Next"
- Complete the application:
 - Personal information
 - School information
 - Term & year in transient status
 - Transient course information & the area to which it counts (i.e. GEP)

Take advantage of the "Student Comments" area (i.e. if the course counts toward your minor, if the course is for major requirements, or is being taken to be close to home, etc.)

- Select the "Click to Sign" in the pink arrow at the bottom of the page
- Select "Send" (**click one time**) to release the form
- Please be advised it takes 3-5 business days for the form to be processed. **During peak times, especially at the beginning of the term and during registration, forms may take up to three weeks to process. It is advised you submit your transient form as soon as possible and not wait until your class(es) start at your transient institution!** You can check the status of your form by signing on to my <https://www.floridashines.org/> or by checking your knight's email frequently.

NOTE:

It is the student's responsibility to request an official transcript from the transient institution once the grade for the course has been awarded. The official transcript with grade should be sent to UCF Registrar's Office as soon as the grade is awarded.

Students receiving financial aid are encouraged to contact the Financial Aid office directly regarding any implications transient coursework may have on aid eligibility.

For additional information please contact CHPS Student Academic Services at 407-823-0010.