



TRANSIENT CREDIT/

SUPPLEMENTAL LETTER REQUEST FORM

COLLEGE OF ARTS AND SCIENCES

This form is used for requesting to take a course at another academic institution outside of Regent University ("transient credit") during the pursuit of their degree. Military students using VA benefits may also use this form to request a Parent Letter ("supplemental letter") for the payment of benefits. This form must be submitted and approved before the student registers for the course. The student will be notified within 10 business days whether the request has been approved or denied, or if more information is needed. Students granted permission to take outside coursework must earn a grade of C (2.0) or better in order to have the course(s) transferred to their Regent record. Transient credit will not be applied to the student's record until and unless the transcript is received and evaluated. University policies for transfer of undergraduate credit as stated in the Academic Catalog will apply.

Student's Full Name: _____ Date: _____

Student ID: _____ Major: _____

College or University where you plan to take transient credit: _____

When do you plan to take transient credit? Semester: _____ Year: _____

COURSE INFORMATION:

Course Code & Number	Course Title	# of Credits	Desired Regent Equivalent Course	Approved/Denied?

FOR MILITARY STUDENTS ONLY:

Please specify if you are using **VA Benefits**: Yes

Please specify if you need a **Supplemental Letter**: Yes

SSN: _____ - _____ - _____ If you wish for us to exclude your SSN, please check here:

Name/Address/Fax # of Supplemental College or University:

Submit completed form to Transfer Evaluation Team: transfercredit@regent.edu

FOR OFFICE USE ONLY

CEEB Code: _____ SPACMNT comment entered: _____

Processed Date: _____ Date Letter Sent: _____ by: _____