TRANSIENT CREDIT/
SUPPLEMENTAL LETTER REQUEST FORM

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. University policies for transfer of undergraduate credit as stated in the Academic Catalog will apply.

Important Notes:
- The course(s) must be taken in the approved semester, or a new form must be submitted with the new semester.
- Transient credit cannot be applied to a course that was not passed at Regent University.
- Course(s) cannot be requested for transfer in the student's last semester unless there is concurrent Regent registration.
- Only grades of C (2.0) or higher are transferrable at the undergraduate level.
- Students must send official transcript with final grade to apply@regent.edu for the credit to be reviewed and processed.

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:**

<table>
<thead>
<tr>
<th>Course Code &amp; Number</th>
<th>Course Title</th>
<th># of Credits</th>
<th>Desired Regent Equivalent Course</th>
<th>Approved/Denied?</th>
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**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: _____________ Processed Date: _______________ Initials: ________