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:

<table>
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<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: ______________________ SPACMNT comment entered: ______________________

Processed Date: _______________ Date Letter Sent: _______________ by: _______________

05/2017