

**Office of the Registrar**

**Transient Student Form**

*(All fields outlined in red are REQUIRED. An answer must be provided in order to save form)*

**Name:** **PWID #:**

**Campus Email:** **Phone #:**

**Transfer Credits to date:** **Total PennWest credits:**

**Expected Graduation Date:** **Semester in which courses will be taken:**

**Home Campus (please check one):**

**Major:**

**College/University where transfer courses will be taken:**

**Course(s) to be Transferred to PennWest:**

**PennWest Equivalent Course(s):**

Course Title	Course Subject & Number	Credits		Course Title	Course Subject & Number	Credits

**Notes:**

- Student must provide a catalog description and/or syllabus for the course(s) listed above.
- Must have an official transcript sent immediately following the completion of the course to PennWest Articulation and Transfer evaluation.

Student Signature Date:

Department Chair Signature Date:

Dean’s Signature Date:

**Instructions:**

- Faculty to complete form with all required information. **Digital signatures are preferred.**
- Faculty sends electronic form to the Admin Assistant in the Deans office of the course that is being changed.
- Dean or designee signs digitally then uploads completed form to the Office of the Registrar Security FTP site via this [link](#).
- Please follow naming convention of: TERM\_PWID\_TRANSIENT FORM
  - Example: 202230\_P11100023\_TRANSIENT FORM