

Transient Request Form

Indicate by checking the appropriate box if this letter is to be:

 Mailed Faxed Pick up

Instructions:

[Please read carefully. Print legibly or type. Incomplete or incorrect forms will delay processing. A transient letter is provided during times when school IS NOT in session or attendance at colleges or universities that are over 50 miles of Huntsville during fall and spring semesters.]

1. Complete entire form & add the mailing address for the school, college, or university you are planning to attend.
2. Each school, college, or university requires a separate request form.
3. List **ALL** classes (course names & number) that you will be enrolling in and the Oakwood University equivalent.
4. Obtain **ALL** required signatures from the following: Adviser, Department Chairperson, and related Department Chairperson (if course is outside of your major). Your request will not be processed without the required signatures.

NOTE: ALLOW 3-5 BUSINESS DAYS FOR PROCESSING. YOU MUST HAVE AN OFFICIAL TRANSCRIPT SENT TO THE RECORDS OFFICE OF OAKWOOD UNIVERSITY TO RECEIVE ACADEMIC CREDIT FOR TRANSIENT COURSES. Transient courses with grades below C are unacceptable. For summer registration, all transient letters must be picked up at the Registrar's Office for the following institutions: Alabama A&M, Athens State, Calhoun Community College, and UAH.

Student Information

Name	ID#	Cell Phone
Local Address		
City	State	ZIP Code
Email		

Institution Name and Complete Mailing Address

Institution Name	Contact	
Address		
City	State	ZIP Code

 SEMESTER OF ENTRY: Fall Spring Summer Year: _____

Course Information

Transfer Course#	Transient Course Name	OU Equiv.	OU Equivalent Course Name	Repeat

Required Signatures for Processing: Your signature indicates that the above course(s) is equivalent to an Oakwood University course.

Advisor's Signature	Date	Department Chairperson	Date
Related Department Chair	Date	Related Department Chair	Date
Related Department Chair	Date	Related Department Chair	Date

Registrar's Office Use Only:

 Cumulative GPA:

