

CLAYTON STATE UNIVERSITY  **STUDY ABROAD TRANSIENT AUTHORIZATION REQUEST FORM**

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Study Abroad Transient Policy

1. This form is for a student attending a study abroad program at another University System of Georgia institution.
2. Students must be in good academic standing to be eligible for transient status.
3. Students must submit their completed application by the published deadline. Late applications will not be accepted. **(DEADLINES: FALL – JULY 15, SPRING – NOVEMBER 15, SUMMER – APRIL 15)**
4. The course(s) must not be offered by Clayton State during the semester a student requests transient permission.
5. The course must have a CSU equivalent in order to be approved.
6. The course must be required by the student’s major.
7. Pre-requisites (at CSU as well as at the transient school) for the course(s) requested must be satisfied.
8. Academic course changes made to the current transient request form must be approved by the student’s academic advisor. The form will require the remaining approvals after the advisor makes the course adjustment.
9. To change the transient study abroad institution, the student must restart the transient process.
10. International Students on an F-1 VISA may not be approved for transient permission.
11. Coursework completed as a transient will not apply toward your residency requirement for your degree.
12. A student may only seek transient permission two times while at Clayton State.
13. The student must work with all necessary parties to provide the proper program and course documentation and any other information related to the study abroad program.
14. It is the student’s responsibility to ensure that their transcript from the host USG institution is transferred back to Clayton State.
15. If your request is approved, a transient letter will be mailed directly to the school you plan to attend. ***This form does not constitute a transient permission letter.***

Student Information

Last Name *First Name* *Laker ID*

CSU Email Address *Telephone* *Anticipated Grad Term/Year*

College You Wish to Attend *College Address*

Study Abroad Program Name

Study Abroad Program Website

Program Cost

Term and Year Going Abroad? Spring Summer Fall 20_____

Were you granted transient permission for a prior term? No Yes* (Only 2 terms may be approved.)

CSU Course

Course Prefix and Number at Transient School

Reason for Requesting Transient Permission: _____

By signing below, I (*the student*) affirm that I am eligible for transient status. I have read the policies and procedures in regard to transient authorization and agree to assume responsibility for having an official transcript mailed to CSU.

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Comments (if applicable):

Department Chair Signature _____ Date _____

Comments (if applicable):

Dean Signature _____ Date _____

Comments (if applicable):

Complete this section with the Clayton State University Office of Financial Aid; select all sections that apply to the student. Students should discuss with FinAid how aid is disbursed, especially in relation to short-term semesters (eight-week sessions).

Undergraduate and Graduate students should discuss how their aid is awarded and applied and whether aid will be available to cover the study abroad program payments by the designated program dates. The student should understand that any variance from the above-listed courses may jeopardize academic credit and negatively impact Financial Aid, Veteran Educational Benefits, Tuition Assistance, and/or graduation requirements.

Fund Type	Date Available	Amount	Hours Needed
Federal Grants			
Federal Loans			
HOPE / Zell			
Other State Aid			
Private Loan(s)			
Scholarship Funds			
GI Bill			
Tuition Assistance			
STARS Scholarship			
***Paying Out of Pocket (student is not using any aid, grants, scholarships, etc.) Write statement...			
Is FinAid Applied in the 2nd Short Session of the Semester?			
Other (does not receive FinAid or any other financial resources)			

*****If a student chooses to Pay Out of Pocket, they are still required to meet with the Office of Financial Aid to understand how any aid distribution applies to the Transient Students steps and for a study abroad program. If a student is Paying Out of Pocket, please select the appropriate box(es) above to indicate your status.**

Financial Aid Signature _____ Date _____

Comments (if applicable):

Student Signature* _____ **Date** _____

**By signing, I acknowledge that I understand and agree to the information presented on this form.*

Submit the Form to the Registrar's Office for Final Review

Registrar's Office Signature _____ **Date** _____

**The Registrar's office will submit a copy of this form to the Clayton State Study Abroad Office once it is completed.*

Comments (if applicable):

The Registrar's Office has reviewed the student's Study Abroad Transient Request Form:

Approves Transient Request

Denies Transient Request