

## TRANSIENT APPROVAL PROCESS INSTRUCTIONS WVU OFFICE OF ADMISSIONS

If you want to take courses at another institution and receive WVU credit, visit our Transfer Equivalency System (TES): [admissions.wvu.edu/admissions/university-requirements/transfer\\_equivalency](https://admissions.wvu.edu/admissions/university-requirements/transfer_equivalency).

If you are studying abroad, please complete the application at: [internationalprograms.wvu.edu/exchange\\_programs](https://internationalprograms.wvu.edu/exchange_programs).

If you are **NOT** in good academic standing at WVU (**GPA 2.0 or higher**): Follow instructions through #4. If approved, your dean will hold the application until you have attained good academic standing at WVU.

### INSTRUCTIONS TO STUDENTS

1. Go online to the Transfer Equivalency System (TES)
  - a. If the institution you want to attend is listed, determine which course(s) you want to take and how it(they) will transfer to WVU. Check the other institution's schedule of courses to see if the course(s) you want to take is(are) offered. Print a copy of the course translation(s) from the TES.
  - b. If the institution you want to attend is not on the TES, obtain copies of the syllabus or course descriptions for the course(s) you want to take from the institution's catalog (either online or from a paper copy).
2. Print a copy of the Undergraduate Transient Application form. If you plan to attend more than one institution, you will need a separate form for each one. Complete ALL information on the top of the form.  
  
**Column A:** Enter the information about the courses you want to take at the other institution.  
**Column B:** Enter the WVU equivalent from the TES. If the course is not in TES, your adviser will help you establish course equivalencies. If you want to use the course to fulfill a GEC or college requirement, see your college's undergraduate dean for pre-authorization.  
**Column C:** If you plan to use the course as a prerequisite for another WVU course take the Transient Application form along with the TES and catalog descriptions to the appropriate department for signatures.
3. Take the transient application and all related materials to your academic adviser. (See below for adviser instructions)
4. When your adviser has signed off, bring the Undergraduate Transient Application form and all materials to the undergraduate dean in your college.
5. If approved, your college's dean will send the transient form and supporting documentation to the Office of Admissions on your behalf.
  - a. If your overall GPA is above a 2.0, the Admissions office will forward your transient application to the institution you have selected.
  - b. If your overall GPA is below a 2.0, the Admissions office will not send the transient application to any other institution. Your dean will hold the application until you have good academic standing at WVU.

6. You must make arrangements to get admitted and enrolled at the institution you selected. Some institutions do not accept students who are not in good academic standing (above a 2.0 overall GPA).
7. Have an official transcript sent to WVU after you have completed the course(s). Remember to take **ONLY** the course(s) that are approved on your form. If you want to take other courses, you must complete another form.
8. All grades will be brought in and entered on your WVU transcript including any D's and/or F's. This includes courses approved through the transient process and those taken that were not prior approved.
9. If you have questions, please consult with your college's undergraduate dean.

### **INSTRUCTIONS TO ADVISERS**

1. Department Approving Prerequisite (Column C): Check catalog description to make sure that the course will prepare the student to be successful at WVU at the next level.
2. Academic Adviser: Complete the five Adviser Certification items. If a course is not in TES, review the course descriptions provided by the student. If necessary, you can request that the student obtain a syllabus for a particular course. You can recommend direct equivalency by filling in a WVU course title and number in Column B. If there is no direct equivalent, enter the subject heading followed by three zeros (e.g. BIOL 000). Make sure the student will not exceed 72 hours from community colleges and that the requested transfer work will not violate the University Residence rule. Sign Form.
3. Dean of Academic College or Designee: Your signature certifies that you have approved the use of the student's transfer work toward graduation. Check that the student is in good academic standing (2.00 OGPA) and that the student will not violate the University Residence rule. Sign form and forward on to the Office of Admissions.
4. Office of Admissions: Staff in Admissions will verify that the course to be taken and the equivalent course indicated are correct and will verify that institutions have the appropriate accreditation.

**OFFICE OF ADMISSIONS  
WEST VIRGINIA UNIVERSITY**

**PO BOX 6009, MORGANTOWN, WV 26506-6009**

Fax: 304-293-8832      E-mail: [wvuadmissions@mail.wvu.edu](mailto:wvuadmissions@mail.wvu.edu)

PLEASE PRINT CLEARLY

**THIS FORM WILL NOT BE PROCESSED UNLESS ALL INFORMATION HAS BEEN COMPLETED.**

**ALL CROSSOUTS OR CHANGES MUST BE INITIALED BY THE ADVISOR, STUDENT, AND DEPARTMENT.**

**UNDERGRADUATE TRANSIENT APPLICATION**

Name: \_\_\_\_\_ WVU ID: \_\_\_\_\_ WVU Advisor: \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Current Major: \_\_\_\_\_ Current GPA\*: \_\_\_\_\_ MIX email: \_\_\_\_\_

\*Students with GPA  $\geq$  2.0 are in good academic standing at WVU. (See item # 5 on the attached instructions.)

Transient term:    Summer    Fall    Spring (circle one) of 20\_\_\_\_    \_\_\_\_ Retroactive

Column A		Column B		Column C	
Courses to be taken at (Institution name and Address):		WVU Equivalent		Will this course be used as a pre-requisite for a WVU course?	
Title & Number	Credit hours	Title & Number	Credit hours	If yes, what WVU course(s)?	If yes, obtain department approval of the WVU department offering the course or courses (signature and printed name)
				Yes / No	
				Yes / No	
				Yes / No	
				Yes / No	

NOTE: No online or self-taught lab courses will transfer to WVU as direct equivalent courses.

Attach a copy of the catalog description for each course.

**Advisor Certification:**

- Yes / No    Transfer school and courses are on TES list? <http://tes.collegesource.com>
- Yes / No    Transfer course(s) will not violate the WVU Residence requirement? (90 hours at WVU or last 30 hours at WVU)
- Yes / No    A minimum grade in one or more of the above courses is required to meet major, minor, or pre-requisite requirements.  
If yes, list course(s) and minimum grade(s):
  
- Yes / No    Students must have successfully completed WVU pre-requisites to take the proposed course(s). I.e., student must have completed Math 155 to transfer credit for Math 156. Courses that do not meet this criterion will not be applicable toward program requirements.
- Yes / No    Will any of the above transfer courses be used to fill GECs or College requirements? If yes, please see your College Dean to complete a "Course Substitution Form".

Student Signature \_\_\_\_\_ Date \_\_\_\_\_    Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_    Dean of Student's Academic College \_\_\_\_\_ Date \_\_\_\_\_    Director, Admissions \_\_\_\_\_ Date \_\_\_\_\_

NOTE: This form should be completed with all signatures and submitted to the Office of Admissions before you take the transfer classes. Keep a copy of the completed form for your records. Upon completion of the transfer courses, you must request an official transcript be sent to the Office of Admissions at the address at the top of the form. Transcripts will not automatically be sent for you.