



MIDDLE GEORGIA STATE UNIVERSITY TRANSIENT PERMISSION FORM

Middle Georgia State University
Phone: 478-471-2900
registrar@mga.edu

Procedure: After completing Step 1, students must turn this form in to their advising department for approval. All items must be completed, including signing the request and a current phone number. Students should expect to make an appointment with the department concerned. After department or school review is complete the request will be forwarded to the Registrar's Office at registrar@mga.edu for final processing.

STEP 1. TO BE COMPLETED BY STUDENT:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	First Name	MI	MGA ID Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(Mailing Address) Street	City	State	ZIP	Current Phone #

Name and complete address of the institution you plan to attend as a transient student:

<input type="text"/>
<input type="text"/>

Semester or term you plan to attend as a transient student:	Year:	<input type="text"/>	Term :	<input type="text"/>
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I understand that I am required to consult with my advisor and register for courses appropriate to my degree/certificate program. Information concerning degree and residency requirements may be obtained from the applicable Middle Georgia State University catalog or from my academic advisor. I further understand that it is also my responsibility to apply to the institution I plan to attend and request that an official transcript of my work at that institution be sent to the Registrar's Office at Middle Georgia State University at the above address.

Student's Signature: _____ **Date:** _____

Transient Course Information (MGA Equivalent Course information may be verified with the Registrar's Office. **Freshman & Sophomore courses [1000-2000 level] will not receive credit for Junior & Senior [3000-4000 level] courses.**)

Other Institution's Course Number & Title	Credit Hours Qtr Sem	MGA Equivalent Course #	Semester Hrs
<input type="text"/>	<input type="text"/> <input type="checkbox"/> Qtr <input type="checkbox"/> Sem	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> <input type="checkbox"/> Qtr <input type="checkbox"/> Sem	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> <input type="checkbox"/> Qtr <input type="checkbox"/> Sem	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> <input type="checkbox"/> Qtr <input type="checkbox"/> Sem	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> <input type="checkbox"/> Qtr <input type="checkbox"/> Sem	<input type="text"/>	<input type="text"/>

REASON FOR TRANSIENT REQUEST: Course Not Available Schedule conflicts Other (Briefly state reason below)

STEP 2. TO BE COMPLETED BY ADVISING DIVISION (After completion, forward to the Registrar's Office for final processing)

ADVISOR REVIEW: This student has approval for the course(s) listed above

DEPARTMENT CHAIR REVIEW:	Approved	Not Approved	Signature	Date
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Comments:	Signature	Date
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STEP 3. OFFICE OF THE REGISTRAR:

- Student is in Good Standing and is eligible to return to MGA.
- Student is not in Good Standing but is eligible to return to MGA.
- Student is not in Good Standing and is not eligible to return to MGA; however the University interposes no objection to the student attending your institution.

MGA Registrar's Office

Date:

Original - Transient Institution Copy 1 - Registrar Copy 2 - Financial Aid Copy 3 - Student

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