If you are planning to take a course or courses at another institution, you will be considered a transient student. After you have applied to the other institution as a transient student, you will need to complete the following:

1. **REQUEST A TRANSIENT LETTER**
   - Go to ATHENA.UGA.EDU
   - Login with UGA MyID
   - Select the ‘Student’ Tab
   - Select ‘Student Records’
   - Request Enrollment Verification
   - Verification Type: Transient Letter

2. **CHECK THE COURSE EQUIVALENCY**
   Consult the Transfer Equivalency Site to determine if the course(s) will transfer back to UGA.
   - Go to ADMISSIONS.UGA.EDU
   - Select ‘Prospective Students’ Tab
   - Select ‘Transfer’ Tab
   - Select ‘Transfer Equivalency’

3. **APPLY YOUR SCHOLARSHIP**
   Consult the Office of Student Financial Aid for the HOPE or Zell Miller Transient Form.
   - Contact: 220 Holmes/Hunter Building
   - Phone: (706) 542-6147
   - Email: ofsa@uga.edu

4. **TAKE YOUR COURSEWORK**
   Please contact the institution in which you are visiting for any course related questions.
   Keep in mind that the grade in courses taken outside of UGA will be applied to your Overall GPA at UGA.

5. **SEND TRANSCRIPT BACK TO UGA**
   After completing the course, send your transcript from the transient institution to:
   Office of Undergraduate Admissions
   Terrell Hall, Room 212
   210 S Jackson Street
   Athens, GA 30602

6. **CHECK AUDIT FOR COURSE(S)**
   - Go to MY.UGA.EDU
   - Login with your UGA MyID
   - Select the DegreeWorks icon
   - Check your degree audit for the transient course(s)