

OAKWOOD UNIVERSITY TRANSIENT LETTER REQUEST FORM

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

Mail <input type="checkbox"/>	Fax (\$5.00) per letter <input type="checkbox"/>	
Pick up Out of Town <input type="checkbox"/>	*NOTE: ALL Transients for the following institutions must be picked up from the Records Office for summer registration: Alabama A & M, UAH, Calhoun & Athens State. Pick up _____	

INSTRUCTIONS

(Please read carefully. Print legible. Incorrect completed 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.
2. Provide complete mailing address for the school, college or university you are planning to attend.
3. Each school, college or university requires completion of a separate request form.
4. List **ALL** classes (course name & number) that you will be enrolling in and the Oakwood University equivalent.
5. Obtain **ALL** signatures from the following: Your Advisor, Your Department Chairperson, and the signature of the Related Department Chairperson (if the class is outside of your major). Your request will not be processed with missing signatures. YOU ARE RESPONSIBLE FOR OBTAINING ALL REQUIRED SIGNATURES.
6. Allow 3-5 days for processing.
7. **YOU MUST HAVE AN OFFICIAL TRANSCRIPT SENT TO THIS OFFICE TO RECEIVE ACADEMIC CREDIT. Transient credit with grades below C- is unacceptable.**

Personal Information

Name	SSN	Phone	
Local Address	City	State	Zip

Institutional Information

Institution (Complete Mailing Address)	Semester of Entry
	Fall 20__
	Spring 20__
	Summer 20__

Course Information

Transient Institution		Oakwood Equivalent		
Course #	Course Name	Course#	Course Name	Repeat ✓

Required Signatures for Processing

NOTE: Your signature indicates that the above course(s) is equivalent to an Oakwood University Course.

Advisor	Depart. Chair.
Related Depart. Chair.	Related Depart. Chair.
Related Depart Chair.	Related Depart. Chair.

FOR OFFICE USE ONLY

CUM GPA _____