



TRANSIENT REQUEST FORM – NON-TCSG INSTITUTIONS

This form is intended for students seeking to take a course at another non-TCSG institution. It is the student's responsibility to have the transcript from the host institution sent to Athens Technical College.

A good standing/transient letter can be provided; it will be sent directly to the host institution, if requested

Student's Full Name:	Student ID#:
Student Contact Information – Please include phone number or ATC Student email:	

Step 1: Confirm Eligibility

Student must meet the following:

- ☐ Currently enrolled at Athens Technical College
- ☐ In good academic standing (must have a 2.0 GPA)
- ☐ Course requested is in program of study and/or applicable to overall program requirements
- ☐ Met any and all prerequisites for the course to be taken (cannot be in-progress at ATC)
- ☐ Course is not a learning support or developmental course

Step 2: Transient College and Course Information

Transient Course Number	Transient CRN	Transient Course Title
Example: ENGL 1101	20365	English Composition I

Transient College Information

College Name	College Address
Registrar Name	

Step 3: Program/Academic Advising Appointment

Date of Appointment	Program/Academic Advisor Name	Program/Academic Advisor Signature

Step 4: Provide signature.

Student Signature _____ Date _____

For Internal Use Only

ATC Staff Validation _____ ☐ Valid Photo ID was presented
Print Name and Provide

☐ Provide Copy of Completed Form to Financial Aid