



**TRANSIENT STUDENT FORM**

Students at John Carroll University wishing to take a course (or courses) at another institution may use this form to demonstrate that they have permission to take the requested course(s). This form is to be used only if 1) the course already has an existing course equivalency on the JCU Registrar’s website, and 2) the Host Institution requires a permission letter. Students should submit the form to their academic advisor to complete before sending it to the Host Institution.

**STUDENT INFORMATION (To be completed by the student):**

Student Name \_\_\_\_\_

Student Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**HOST INSTITUTION** \_\_\_\_\_ **Term Dates** \_\_\_\_\_

**COURSE INFORMATION**

1) Host Course Name \_\_\_\_\_

Host Subject/Course Code \_\_\_\_\_ Host Course Number \_\_\_\_\_

2) Host Course Name \_\_\_\_\_

Host Subject/Course Code \_\_\_\_\_ Host Course Number \_\_\_\_\_

3) Host Course Name \_\_\_\_\_

Host Subject/Course Code \_\_\_\_\_ Host Course Number \_\_\_\_\_

**To be completed by the Academic Advisor:**

I certify that the student has met the necessary pre-requisites for the course(s) above and has the permission of John Carroll University to enroll in the course(s) at \_\_\_\_\_.

\_\_\_\_\_

**Signature of Academic Advisor**

**Printed Name of Academic Advisor**

**Date**