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

Students need to go to https://gvtc.tcsg.edu/Application-Process to request transient for TCSG institutions.

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**