



# Transient Request Form

*A COMPLETE transient request form must be filed before registration will be processed per semester.*

The transferability of courses taken at TSC is the prerogative of the accepting institution. To ensure the courses you take at TSC will transfer, this form **MUST** be completed by the appropriate official at your home institution.

Name: \_\_\_\_\_ TSC ID \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Email Address: \_\_\_\_\_ DOB: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Institution: \_\_\_\_\_ Semester: \_\_\_\_\_

**TO BE COMPLETED BY THE STUDENT'S COLLEGE/UNIVERSITY:**

Course # and Sect:	Course Name:	SCH:	Prerequisites:

I certify that the student is in good academic standing and has met the necessary prerequisites for the courses above and has the permission of the home school to enroll in courses at TSC.

Signature of Certifying Official: \_\_\_\_\_ Date \_\_\_\_\_

I understand the course prerequisites and confirm I have met them. I also understand that I can only register for the course(s) approved herein and that this approval form is only for the term and course(s) specified.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**How to Enroll:**

1. Complete TSC's Online Transient Admissions Application
2. Submit Proof of Bacterial Meningitis Immunization (5yrs prior to enrolling and at least 10 days prior to the 1<sup>st</sup> class day)
3. Submit two forms of Proof of Residency (dated 12 months prior to 1<sup>st</sup> class day)
4. Submit **COMPLETED** Transient Request Form Form can be
  - Mailed Attn: Office of Admissions and Records
  - Faxed: 956-295-3601

**Admissions and Records Office Use:**

- Admissions Application \_\_\_\_\_
- Bacterial Meningitis \_\_\_\_\_
- Proof of Residency \_\_\_\_\_
- Official College Transcript (s) \_\_\_\_\_
- Transient Student Form From Home Institution

Notes: \_\_\_\_\_

\_\_\_\_\_  
TSC Admissions and Records Specialist's Signature

\_\_\_\_\_  
Date

**NOTE: Final grades are not automatically sent from TSC to the home institution. Official transcripts must be requested upon completion of course(s).**