



THE
COLLEGE
OF THE
FLORIDA KEYS

Transient Student Application for Non-Florida Shine Institutions

Student eligibility requirements for transient approval:

- Complete at least one semester at CFK
- Have a good academic standing with a minimum GPA 2.0 or higher
- Have no registration or financial holds
- Be seeking a degree or certificate at CFK
- Successfully complete applicable CFK course prerequisites for the course(s) requested.
- Request courses that are needed for current program of study, and plan on transferring those courses back to CFK

Instructions:

Step 1- You must establish that the courses you intend to take are offered during the term you will be enrolled as a Transient.

Step 2- See your Academic Advisor to have classes approved and the form signed.

Step 3- Have your Transient Student Form signed and certified by the Associate Dean/Manager of Enrollment Management in the Enrollment Services Office.

Step 4- Submit a copy of the form to The Office of Financial Aid if you will be receiving aid for the term.

Step 5- Send the form to the school you are going to attend. Make a copy of the form for your records.

YOU are responsible for keeping a legible copy of this form.

**YOU are responsible for having an official transcript sent to CFK from the transient institution with your final grade(s) for the semester of attendance to
CFK Enrollment Services Office, 5901 College Road, Key West, FL 33040
or admissions@cfk.edu**

TRANSIENT STUDENT FORM

This form enables you to transfer credits of pre-approved courses ONE TERM ONLY.

HOME INSTITUTION: The College of the Florida Keys

Instructions:

1. The school you will be attending as a Transient Student, known as the host school, then complete and sign Section A.
2. Ask your Academic Advisor to complete and sign Section B.
3. The Enrollment Services Office of your home school (CFK) must complete Section C.

You are responsible for mailing or hand delivering the original copy to the appropriate office of the host school.
(Address listed to the right.)

COMPLETION OF THIS FORM DOES NOT CONSTITUTE REGISTRATION

HOST INSTITUTION:

School Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

SECTION A: To be completed by student applicant. Do not leave any questions blank.

1. XXX-XX-_____ Last 4 of your Social Security Number	2. _____ Legal Full Name	3. _____ Email Address
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4. Term: <input type="checkbox"/> Fall, 20____ <input type="checkbox"/> Spring, 20____ <input type="checkbox"/> Summer, 20____	5. Birthdate ____/____/____ Mo. Day Yr.
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6. Gender: <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Not Listed	7. Race: _____ Nation of Citizenship: _____
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Ethnicity: _____ Citizenship Status: _____

8. Permanent Address: Number and Street Address _____

 _____ City _____ State _____ Zip Code _____ Area Code _____ Telephone Number _____

9. Address during term of attendance as a transient student: Number and Street Address _____

 _____ City _____ State _____ Zip Code _____ Area Code _____ Telephone Number _____

I understand that if I register for courses not approved herein, I assume the full risk of transferability. I also understand that this application is for the one term specified and that a new form with approved courses must be submitted in order to continue my transient status. I also understand that I must provide my home institution with an official transcript from the host institution and authorize the release of such records accordingly.

Signature of Student: _____ Date: _____

SECTION B: To be completed by Academic Advisor.

The above named student is hereby authorized to take the following course(s) during the one term specified. Transfer credit for these courses will be accepted upon the receipt of an official transcript as per the regulation of The College of the Florida Keys.

Prefix and Course	Hours	Course Title	Home School Equivalent
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Advisor Name: _____

Signature of Academic Advisor: _____ Date: _____

SECTION C: To be completed by the Enrollment Services Office of the Home School.

The above named student is hereby authorized to take the approved listed course(s) during the one term specified. Transfer credit for these courses will be accepted upon the receipt of an official transcript as per the regulation of The College of the Florida Keys.

- Y N 1. The above named student is regularly enrolled in a degree program and is eligible to re-enroll.
- Y N 2. This student has a Student Health Form on file indicating she/he has the required Measles and Rubella immunities.
- Y N 3. This student has the required documentation on file with the parent school to meet the legal classification of:
- Florida Resident
 Non-Florida Resident
 Resident Alien
 Documented Alien

Signature of Executive Director/Manager of Enrollment Management: _____ Date: _____ CFK Seal