

Transient or Visiting Student Checklist

Most institutions do not require an official transcript for admission of visiting or transient students. However, they do require verification that you are in good standing at your Home Institution (UK) before you can be admitted.

This checklist and form will guide you through the process of choosing courses at a Visiting Institution to make sure they will transfer back to UK as the intended course(s). The completed form will then be sent to the Visiting Institution in place of a Letter of Good Standing.

Please complete the steps below:

- Determine the course or courses you are wanting to take at the Visiting Institution by checking the Visiting Institutions course offerings.
- Visit <https://admission.uky.edu/transfer/equivalencies> to confirm if the Visiting Institution coursework has already been equated to UK coursework. *UK equivalencies are subject to change at any time without notice upon official evaluation by the academic department.*
 - If you find that it has not, please complete the form at <https://apply.uky.edu/register/transferequivalency> to request for the coursework to be equated.
 - If you have questions regarding equivalencies, contact the UK Office of Undergraduate Admissions at uktransfer@uky.edu.
- Find out what email address the completed form will need to be sent to at the Visiting Institution.
 - You can typically locate this information on the Visiting Institution's information page about visiting or transient students. If you are unable to locate an email address, please contact the Visiting Institution's Office of Admissions.
- Discuss the course selection with your UK Academic Advisor.
- Complete Section 1 of the Transient or Visiting Student Form and send to your UK Academic Advisor for review.
- Your UK Academic Advisor will review Section 1 and sign Section 2 before sending the form to the UK Registrar's Office and copying you on the email.
- The UK Registrar's Office will complete Section 3 and send the completed form to the Visiting Institution.
- The Registrar's Office will notify both you and your UK Academic Advisor once the form has been sent to the Visiting Institution.
- Once the course has been completed at the Visiting Institution and the final grade has been posted to the official transcript, please send a copy of the official transcript from the Visiting Institution to the UK Office of Undergraduate Admissions.
 - Most institutions use the National Student Clearinghouse or Parchment to send official transcripts. You can find information on sending official transcripts on the Visiting Institution's website.

Transient or Visiting Student Form

This form will be sent to the Visiting Institution in place of a Letter of Good Standing. You will receive an email from the UK Registrar's Office once the form has been completed and sent. If you have any questions, please contact the Registrar's Office at registrar@uky.edu. Note: If BCTC is listed as the Visiting Institution, the UK Registrar's Office will send a copy of your unofficial UK transcript with this form to BCTC.

Section 1 - To be completed by Student

Student Name _____
 UK ID Number _____ Date of Birth _____
 Email Address _____ Phone Number _____

Visiting Institution _____ Visiting Student ID # _____

Visiting Institution Email (where to send completed form) _____

Enrollment Term: Spring Summer Fall Winter Year _____

Registering for: Online In-Person Both

Please check <https://admission.uky.edu/transfer/equivalencies> to confirm if the visiting institution coursework has already been equated to UK coursework. If you find that it has not, please complete the form at <https://apply.uky.edu/register/transferequivalency> to request for the coursework to be equated. *UK equivalencies are subject to change at any time without notice upon official evaluation by the academic department.*

| Courses at Visiting Institution | | UK Equivalency | |
|---------------------------------|---------------|----------------|---------------|
| Course Prefix | Course Number | Course Prefix | Course Number |
| | | | |
| | | | |

Upon completion of the course(s), please send an official transcript *from* the Visiting Institution *to* the UK Office of Undergraduate Admissions (documents@uky.edu).

By signing below, I authorize the release of the requested information to the Visiting Institution listed and verify the information above is accurate to the best of my knowledge.

Student Signature _____ Date _____

Student: After completion of Section 1, please email to your UK Academic Advisor.

Section 2 - To be completed by UK Academic Advisor

By signing below, I certify that I have discussed the information above with the student and verify its accuracy to the best of my knowledge.

Advisor Name _____ Email _____

Advisor Signature _____ Date _____

Advisor: After completion of Section 2, please email to registrar@uky.edu and CC the student.

Section 3 - To be completed by UK Registrar's Office

Is this student in good academic standing? Yes No

University Seal Name _____ Signature _____
 Title _____ Date _____