

# ***Transient Form Process***



Step 1: Confirm course is being offered at University /or/ Community College you plan on attending

Step 2: myWings→Student Self Service→Student Records→FACTS Pin Mgt. (Create a PIN)

Step 3: [www.FACTS.org](http://www.FACTS.org)

(Transfer Services →Transient Student Form→Continue→Must Select ACE (FR/SOPH)→Complete Form & Submit

\*Please Note: Course information/number must be from transient school

Step 4: Confirm at University /or/ Community College you plan on attending if you will need to complete an additional application process (along with transient form)

Reminders:

- Concurrent enrollment/transient student status is limited to 7 semester hours for lower division students
- Exceptions to this policy:
  - \* students completing summer residency requirement at a State of Florida University may be approved for up to 9 hours, HOWEVER students will **not** be approved for 7 hours at a community college and 9 hours at a state university so choose your institution and courses wisely
  - \* Study Abroad or other Transformational Learning Opportunities (TLO's)
- Order Official Transcript to be sent to UNF (Once course(s) have been completed)

