

UNF students who seek to enroll at both UNF and a second public institution of higher education in Florida within the same term must complete a Transient Student Application online with FloridaShines. UNF students who wish to sit out a term at UNF and take classes solely at another public institution of higher education in Florida must also complete a Transient Student Application online with FloridaShines. **Requesting to enroll transiently or concurrently during the term in which you have also applied to graduate is not recommended. Doing so may delay your graduation until the next term.**

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**Step 1:** Meet with your academic advisor regarding your transient or concurrent enrollment plans to ensure transferability of courses.

**Step 2: Set your FloridaShines PIN**

- a. Login to the myWings student portal
- b. Select the Student tab
- c. Select Student Self Services from the My Records channel
- d. Select Student Records from the Student Services menu
- e. Select FloridaShines PIN Management from the Student Records menu
- f. Enter your new PIN and select Update

**Step 3:** Access the FloridaShines Transient Student Admission Application

- a. Go to [www.floridashines.org](http://www.floridashines.org)
- b. Hover over the Succeed in College icon
- c. Select Take a Course at Another School
- d. Read the Transient Student Admission Application instructions and select start or check the status of your Transient Student Admission Application now
- e. Select UNF as your Home Institution
- f. Enter your UNF Student ID Number and PIN. Select Continue.

**Step 4: Complete the Florida Virtual Campus Transient Student Admission Application**

- a. Read the Transient Student Admission Application introduction before selecting Next
- b. Select the UNF college of your major (i.e. College of Arts and Sciences) from the drop-down list of schools or colleges and then select Next. If you are a freshman or a sophomore with an undecided major, please select First-Year Advising as your college of choice. Honors students under 60 credits must submit the form to the Honors program.
- c. Complete the Transient Student Admission Application
- d. Answer two Financial Aid questions:
  - Have you been approved to receive financial aid and do you intend to use it for the requested course(s)?
  - Do you want to proceed with the Transient Student Admission Application if you or any of the requested courses are not approved for financial aid?
  - The answers to these questions cannot be changed once the application has been submitted. You will need to submit a new application to make corrections or changes.
- e. Once complete, the application will be routed to:
  - Your UNF advisor for review and approval
  - The UNF Registrar's Office
  - The Office of Student Financial Aid (if requested)
  - The Host Institution you have requested to attend

**Step 5: Track the Status of your Application**

- a. Log back into your FloridaShines Application
- b. Check for Academic Advisor Authorization, signature from the college and date
- c. Check for Registrar Certification, with signature and date
- d. Check for Financial Aid Authorization, if requested, with signature and date
- e. Check for certification from Host Institution Registrar
- f. Check for Admissions Authorization from the Host Institution