

**Taking Courses at another Institution  
(University, State College or Community College)  
Intellectual Foundations Program “Core” Courses**

**A. Fill out Transient Student Form (Online or Paper)**

Fill out Transient Student Form **Online** (*Currently Enrolled Students*)

1. [www.FACTS.org](http://www.FACTS.org)
2. College Students Tab
3. In the first box from the right (titled *Transferring*) click  
**Take classes at another college (Transient Student Form)**
4. Click Continue
5. Select **Florida Atlantic University** as your home institution
6. Enter your ID (SS#)
7. Enter your Pin (Date of birth = mmddyy)
8. Fill out all personal information and complete the form.
  - ✓ You must know the course **Number** and **Prefix** (i.e., ENC 1101) at the other institution before you can submit the form.

**REMEMBER:**

- ✓ Send form to **Freshman Academic Advising Program**, NOT your major college.
- ✓ Receiving School is the school you will be attending, not FAU.

Fill out Transient Student Form in **Paper** (*Students taking courses at an **Out of State Institution**, must fill out a paper Transient Student Form*)

1. Take Transient Form to Academic Advisor to fill out.
2. Make sure you know your Z Number
  - ✓ (Log into MyFAU to view your Z# on the left hand side of the screen)
3. Write Z# at the top or left side of Transient Form
4. You must know the course **Number** and **Prefix** (i.e., ENC 1101) at the other institution before your academic advisor will sign off on the form
5. Take to FAU Registrar to have it stamped
6. Take to other institution's registrar

**B. Apply to Institution as a NON-DEGREE Seeking Student**

**C. Download a Concurrent-Enrollment Form** from the Financial Aid Office if you have Financial Aid.

**D. You are responsible for making sure FAU receives an official copy of your transcripts from the Transient Institution.**

**PLEASE NOTE:** A student must be currently or have previously been enrolled at FAU prior to submitting a Transient Form through FACTS.org.