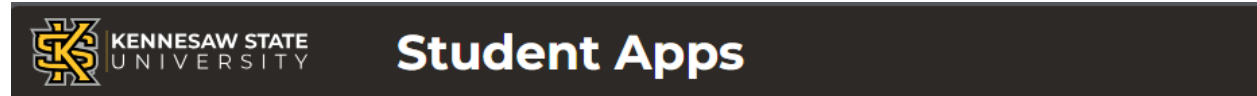








Transient Letter Process

Students who wish to enroll in classes at another institution for a term as a visiting student will start the Transient Letter Request. The link will remain in Owl Express under the Student Records tab; however, it will now route to the new location within Student Apps.




Dashboard

Apps

IMPERSONATION Assume the identity of a student to test an app  	WELLSTAR SCHOOL OF NURSING Wellstar School of Nursing Application  	TRANSIENT LETTER Generate transient letter to send to another institution  
--	--	--

1. Click menu item for Transient letter.
 - a. Students with a hold type of JD (Judicial) or SC (Student Conduct) will not be able to request a transient letter.
 - b. Students in their first term of enrollment are eligible to generate a transient letter.

 At this time you are not eligible to enroll as a transient student for one or both of the following reasons:

- You have not attended KSU within three semesters.
- You are on disciplinary suspension or expulsion.

For any questions, please contact registrar@kennesaw.edu.

2. Students who are eligible will proceed to the start page. They will select each box as a statement of understanding they have followed all procedures listed.
3. Click Next to begin.

Transient Letter

A transient student is a student who is enrolled at Kennesaw State University and takes courses temporarily at another institution with the intention of transferring the course(s) credit back to KSU. Please confirm and check that you will do the following when taking classes at another institution:

- Meet with your academic advisor and/or department chair to determine appropriate transient coursework and confirm any required prerequisites.
- Consult with the Office of Financial Aid regarding payment options, eligibility, and whether a consortium agreement is needed.
- Verify registration and enrollment procedures at the host (transient) institution.
- Upon completion of the course(s), request an official transcript from the transient institution to be sent directly to KSU.

[Next](#)

4. Students will then enter the term and the institution they plan to be transient. Once all information is entered, select NEXT.
 - a. Note: students will have the ability to navigate back and forth between pages.

Term: Summer Semester 2026 | State: Georgia | Institution: University of Georgia

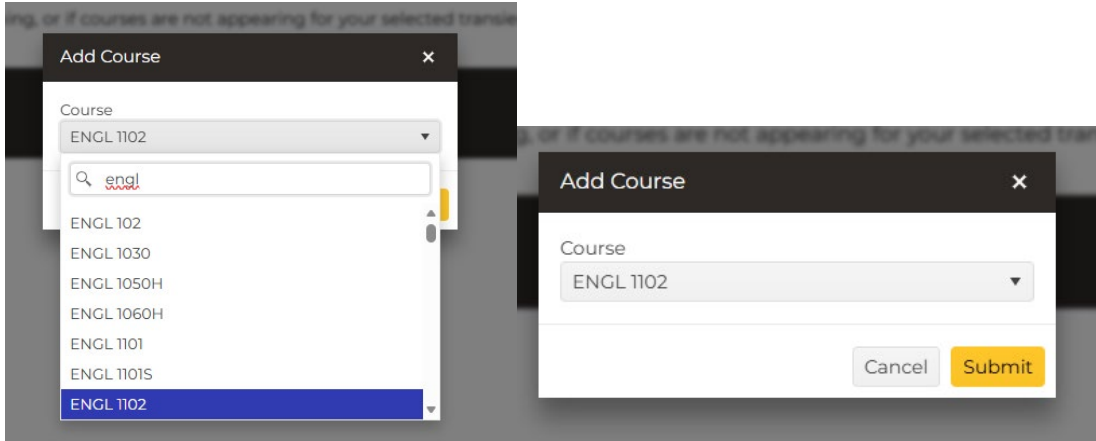
[Back](#) [Next](#)

5. Students will Add Courses by clicking the yellow Add Course button

To add courses to your transient letter, click the **Add Course** button and use the search tool to select the course(s) you plan to take at the transient institution. If you do not see the courses you are looking for after searching, or if courses are not appearing for your selected transient institution, please contact the Office of the Registrar for transient letter assistance at registrar@kennesaw.edu.

Course	Title	Actions
No records available		

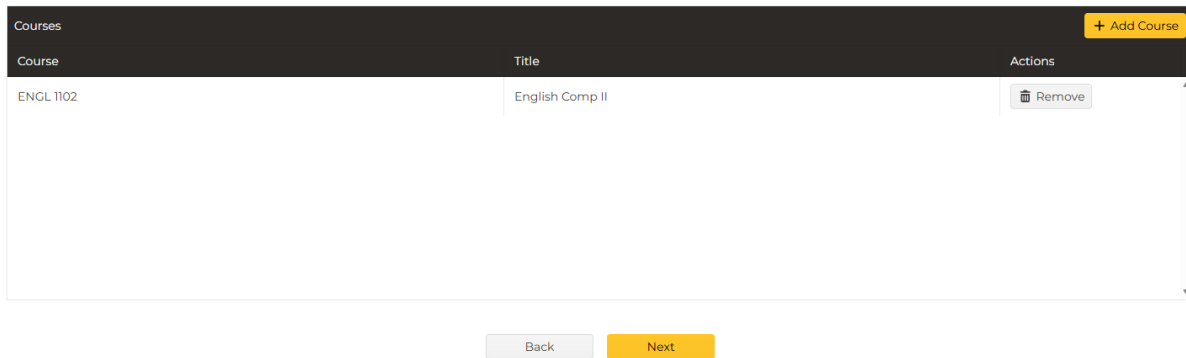
6. They will search by Subject and Course number, once they start typing it will begin showing matches.
7. Select the course then click Submit.
 - a. As noted, if the class they are looking for is not located, students can contact our office for support.



8. Once all classes have been selected, Click Next

To add courses to your transient letter, click the **Add Course** button and use the search tool to select the course(s) you plan to take at the transient institution.

If you do not see the courses you are looking for after searching, or if courses are not appearing for your selected transient institution, please contact the Office of the Registrar for transient letter assistance at registrar@kennesaw.edu.



9. Students will be shown the transfer equivalency for the class(es) they selected for review.

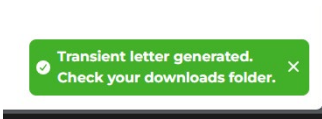
10. Click Generate Letter

Please verify the information below is correct and then click **Generate Letter**. Your generated letter will be downloaded - look for it in your downloads folder.

Student Name:
KSU ID:
Academic Standing: Good Standing
Transient Semester: Summer Semester 2026
Date Issued: February 5, 2026

University of Georgia				Kennesaw State University			
Class	Title	Level	Minimum Grade	->	Class	Title	Credit Hours
ENGL 1102	English Comp II	US	C	->	ENGL 1102	Composition II	3

11. The transient letter will populate to their downloads folder.
 - a. If using a phone, it will prompt where they want to share the letter.



12. Below is an example letter. A student's academic standing will display at the top and as part of the letter. Students who have been academically dismissed are still eligible to generate a letter if they are within their three terms of enrollment.


KENNESAW STATE UNIVERSITY
Official Transient Letter
 Office of the Registrar
 585 Cobb Avenue NW
 Kennesaw, GA 30144

Student Name:
KSU ID:
Academic Standing: Good Standing
Transient Semester: Summer Semester 2026
Date Issued: February 5, 2026

This letter confirms that the student listed above is in Good Standing at Kennesaw State University and has permission to enroll as a transient student at the institution and for the course(s) listed below.


University of Georgia				Kennesaw State University			
Class	Title	Level	Minimum Grade	->	Class	Title	Credit Hours
ENGL 1102	English Comp II	US	C	->	ENGL 1102	Composition II	3

The student must follow all admission and registration procedures required by the transient institution. Kennesaw State University will accept any satisfactorily completed course from a regionally accredited college or university. Transient coursework will not be included in the KSU Institutional GPA. If a student repeats a KSU course as a transient student and earns a higher grade, the original KSU grade will be excluded from the KSU Institutional GPA.

Disclaimer: The Office of the Registrar at KSU only verifies whether the student is eligible to take courses as a transient student. It is the student's responsibility to confirm that the course(s) they plan to take will transfer back to KSU and apply toward their degree program.

Students Please Note: The transfer articulation shown above is for reference only. Course equivalencies are subject to change upon official evaluation by the Kennesaw State University Office of the Registrar.

If you have questions, please contact registrar@kennesaw.edu


 Paul E. Parker
 Registrar

