



## Transient Letter & Request to Enroll in Off-Campus Course

Per AOP 12.11: A student must complete at least 25% of semester credit hours of course work taken to fulfill degree requirements from Mississippi State University. Any exceptions must be approved in writing by the student's Dean or a representative from the Dean's Office prior to taking course work at another institution.

**Full Name:**

**MSU 9-digit ID:**

**Major:**

**Concentration:**

**Please indicate your total credit hours earned.** You may find this information in Banner > Student > View Your Transcript (scroll to the bottom of the page). \*Note: Acceptance of Senior College or Community College work is limited to 50% of the total MSU requirements for graduation.

**Mississippi State  
University:**

**Community/Junior  
College:**

**Senior College  
(other than MSU):**

I request permission to take the course(s) below at a regionally accredited institution other than MSU during the \_\_\_\_\_ term.

**Name of Institution:**

**Location:**

**How will your course transfer to MSU?** Check here: <https://mybanner.msstate.edu/BannerExtensibility/customPage/page/msuStudentTransferArticulation>. \*Note: If the school or course you are looking for is not listed, please send a detailed email to [transferarticulation@registrar.msstate.edu](mailto:transferarticulation@registrar.msstate.edu) requesting the course be reviewed. Your email should include the institution, course code, and course description.

**Course Code:**

**MSU Course Code:**

**Course Name:**

**MSU Course Name:**

**Course Code:**

**MSU Course Code:**

**Course Name:**

**MSU Course Name:**

**Student's Signature & Date:**

**CALS Dean's Office Signature & Date:**

**Advisor's Signature & Date:**