



TRANSIENT LETTER REQUEST FORM

INSTRUCTIONS: Complete each section below and return to the Admissions & Records office via email to records@gadsdenstate.edu, by mail to P.O. Box 227, Gadsden, AL, 35902 or to the Admissions & Records office, Gadsden One Stop Center.

IMPORTANT: The student is responsible for requesting that official transcripts of all work completed at other institutions be mailed to the address above, or emailed via secure network to admissions@gadsdenstate.edu.

STUDENT INFORMATION:

Student Name

Student Number (A#)

Student Email address

Phone Number

REQUESTED TRANSIENT COURSE INFORMATION:

College Name

Term/Year

Department

Course Number

Credit Hours

Course Title/GSCC Equivalent

Department

Course Number

Credit Hours

Course Title/GSCC Equivalent

Department

Course Number

Credit Hours

Course Title/GSCC Equivalent

Department

Course Number

Credit Hours

Course Title/GSCC Equivalent

BY SIGNING BELOW, STUDENT UNDERSTANDS AND AGREES TO THE FOLLOWING:

1. Must be a student in good standing with a 2.0 or higher GPA.
2. Gadsden State must offer the course(s) (or equivalent) requested.
3. Prerequisites required for the course(s) requested above must be successfully completed.
4. Any balance owed to the College must be paid in full before request will be approved.
5. An official transcript per the above instructions must be sent to Gadsden State after course completion.

Student Signature

Date

Records Office

Approved/Processed by

Date

Request Denied by/Reason

Date