

REQUEST FOR LETTER OF TRANSIENCY

The University of Alabama – College of Arts and Sciences

Top 10 things students planning to take courses at another institution should know:

1. A student must satisfactorily complete in residence at UA a minimum of 12 hours at the 300- or 400-level in the major, and a minimum of 6 hours at the 300- or 400-level in the minor.
2. A maximum of 60 semester hours of two-year college credit can be applied to the degree.
3. Once a student has achieved junior standing (60 hours from ALL sources), no more than 12 semester hours of credit from a two-year college can be applied to the degree.
4. Courses numbered 300 or 400 at The University of Alabama are not transferable from a two-year college.
5. A student must earn a minimum of 90 hours in A&S discipline courses (can include transfer work—see catalog for list).
6. A student must earn at least one-fourth as many semester hours as required for the degree, including 9 of the last 18, while enrolled in the College of Arts and Sciences on this campus.
7. A grade of “D” in English composition and math courses below the calculus level is not transferable.
8. Courses attempted from ALL sources are computed in the final OVERALL higher education GPA.
9. Upon completion of the courses, it is the student’s responsibility to request that a transcript be mailed to: **The University of Alabama, Office of University Records, P. O. Box 870134, Tuscaloosa, AL 35487-0134.**
10. All requests for letters of transiency must be submitted online.

How to Request a Transient Letter

- Log into myBama and click on the *Student* tab
- In the Banner Self-Service channel, click on the *Student Services* folder, then the *Student Records* folder, then *Letter of Transiency*.
- Select term, state of transient institution, and then transient institution
- A default address for that school will populate. Verify that this is the correct address for sending a letter of transiency. Then click *Select Transfer Courses*.
- Select the courses to be taken as a transient student and use the single arrows to move them over. The entire articulation table for the institution that was selected will be visible below the selection area for reference.
- Once you have finished selecting courses, click *Continue* and skip to the next step in these instructions. If you cannot find the courses you wish to take, click *Courses Not Found*. You will then be asked to fill out an electronic form specifying the classes to be taken. The submission of this form will generate an email that will be sent to the transfer credit area in the Office of University Registrar where the evaluation/articulation process will begin for that new course.
- All information to be present on the transient letter will be displayed for verification. If everything looks correct, click *Generate Letter of Transiency*.
- The letter will be generated and displayed as a PDF file. From here, you can choose to print the letter or save an electronic copy.