

# Transient (Visiting) Student Application Form

## Otterbein College

Office of Admission, Westerville, OH 43081  
614/823-1500 800/488-8144

### Application Information

A transient student may enroll at Otterbein College for undergraduate credit only on a part time or full time basis for a **maximum** of three (3) quarters. To attend subsequent quarters, transient students must apply for admission as a transfer student and submit the appropriate application and credentials as required by the Office of Admission.

**Application Process:** A transient student must:

- 1) Complete the Otterbein admission application (available from the Office of Admission or on the Otterbein web site: [www.Otterbein.edu](http://www.Otterbein.edu) including signature).
- 2) Complete this Transient Student Application Form
- 3) Request that a copy of official transcripts from the home institution be sent to Otterbein's Office of Admission

Once the admission file is complete and the applicant is determined to be in good standing at his/her home institution, an offer of admission will be made. The admitted student will then be requested to pay a \$150 tuition deposit (which is credited to the student's account) and will be sent registration materials.

### **Financial Aid Process:**

Transient students may apply for financial assistance through the College's Office of Financial Aid (614/823-1502 or 888/Otterbein.) The student must initiate an individual financial aid consortium agreement between Otterbein College and the transient student's home institution.

### **Other Services:**

Full time transient students may contact the Office of Student Affairs (614/823-1250) for information on housing and other student services.

Please complete the following information:

I. NAME: \_\_\_\_\_  
Last First Middle

II. SS# \_\_\_\_\_

III. Home Institution and Address \_\_\_\_\_

IV. Status of Enrollment at Home Institution

- ( ) I am currently enrolled.  
( ) I am not currently enrolled but I am eligible to return.  
( ) I have been accepted for admission and I plan to enroll on:  
\_\_\_\_\_ (date of entry)

V. I have requested an official transcript to be sent to the Office of Admission at Otterbein  
\_\_\_\_\_ (date requested)

VI. Signature: \_\_\_\_\_  
I verify that the above information is true. Date

# Transient (Visiting) Student Registration Form Otterbein College

Office of the Registrar, Westerville, OH 43081  
614/823-1350

*This form is to be completed after the transient student has been admitted to the College and has paid the \$100 tuition deposit.*

## **Registration Information**

- A transient student may carry no more than 18 quarter hours during each of the regular academic quarters and a limit of 15 quarter hours may be carried during the summer session.
- It is the transient student's responsibility to have met any prerequisite courses as indicated by the Otterbein College Course Catalog. Faculty members routinely review their class lists and may dismiss students who have not fulfilled prerequisite courses.
- Please complete the following registration information:

**I. NAME:** \_\_\_\_\_  
Last First Middle

**II. SS#** \_\_\_\_\_

## **III. Course Requests**

Course #	Course Title	Quarter Hours	Taking for Credit/Audit
1. _____ / _____ / _____			{ } { }
2. _____ / _____ / _____			{ } { }
3. _____ / _____ / _____			{ } { }

*In the event of a course being closed or canceled, a full refund will be issued.*

## **IV. Transient Student Agreement**

- I assume financial responsibility for the course(s) listed above on this registration form and I am aware of the College's change of schedule, refund schedule, and withdrawal policies, which appear in the Schedule of Classes available upon request from the Office of the Registrar. Furthermore, I understand that:
- If I enroll full-time and drop to part-time status after the Change of Schedule period has expired, I am still financially responsible for the full time comprehensive fee (not applicable to summer session) AND
- I will remain enrolled in the above course(s) and at Otterbein College unless I submit a Change of Schedule or Withdrawal from College Form to the Office of the Registrar (the actual schedule change or withdrawal date is the date the Registrar receives the complete form) AND
- Non attendance and/or nonpayment of fees do not constitute official withdrawal from courses at Otterbein College.
- When I complete my Otterbein coursework, I understand that I am responsible for making the request to have an Otterbein transcript sent to my home institution.

Student Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_