Visiting/Transient Student Enrollment Request

Gateway Community and Technical College
790 Thomas More Parkway
Edgewood, KY 41017

A student eligible to enroll in another college or university, known as the home college, who wishes to enroll in classes at Gateway Community and Technical College and transfer the coursework back to the home college, may be admitted as a visiting/transient student. The student will not be required to submit official high school or college transcripts or COMPASS Test scores, but must submit **this form completed by the Registrar of the home college**. In addition the student must have a current (within the last two semesters) **application for admission** on file with Gateway and an EmplID assigned prior to receiving registration services. This form must be submitted each term the student wishes to enroll at Gateway as a visiting/transient student. The student must also attach to this document an **unofficial college transcript from the college they're presently attending** as evidence course pre-requisites have been satisfied. Visiting/Transient students with an application for admission processed and an EmplID assigned should be referred to the Registrar's Office for assistance with the registration process. To participate in this service the student must also have the class number(s) for all courses and need no advising.

Section A: To be completed by the Student (NOTE: This form must be completed in its entirety before being delivered to the Admissions Office. The form will be mailed back to the student if any information is missing.)

Student's Name: _____
First Middle Last

Social Security Number: _____ EmplID (required): _____

Phone: _____

Mailing Address: _____

_____

Term Planning to Attend GCTC: ☐ Summer ☐ Fall ☐ Spring Year: 20 ___

Class #	Catalog #	Class Description	Credits	Start Date	End Date

Section B: To be completed by the Home College / University

The student currently ☐ is ☐ is not in good academic standing and eligible to enroll at the Home College / University. The student has permission to enroll in classes at Gateway Community and Technical College during the specified term.

_____
Signature of Registrar or other Official of Home College / University

_____
Title

_____
Date

_____
Phone

6/18/2009