

WHO IS THIS GUIDE FOR?

Students who are currently attending another public Florida university or college and want to take a course at USF.

STEP 1: GATHER INFORMATION

You'll need the following to complete your application:

- Student identification number and PIN/password
- Social Security Number (If you don't have a Social Security Number, please enter nine zeros)
- Term and year when you want to take the course
- Course information, including prefix, number, title and credit hours

STEP 2: VISIT FLORIDA SHINES

Start your transient student application by visiting the [Florida Shines website](#) and clicking the blue "Apply or Check Application Status Now" button.

STEP 3: SELECT HOME INSTITUTION

Choose your home institution (the place where you are earning your degree) from the drop-down list and sign in using your institution's login credentials. Complete any additional information requested about your home institution.

STEP 4: ENTER PERSONAL INFO

Provide your name, date of birth, gender, race, citizenship and immigration status.

STEP 5: PROVIDE ADDRESSES

Enter your address while attending your home institution, your address while you are a transient student and your email address.

STEP 6: SELECT HOST INSTITUTION

Choose University of South Florida from the drop-down list. Answer any additional questions required.

STEP 7: SELECT TERM AND YEAR

Using the drop-down menus, select the term and year during which you want to attend classes at USF.

STEP 8: ENTER COURSES

Provide information for up to four courses you want to enroll in at USF. For each course, enter the course prefix, number, credit hours, course title and use of the course.

STEP 9: PROVIDE COMMENTS

Enter any optional comments you want to include for your home institution or USF.

STEP 10: ANSWER FINANCIAL AID QUESTIONS

Use the radio buttons to select your responses to two financial aid questions.

STEP 11: SEND APPLICATION

Sign your application and hit the "Send" button to submit.

WHAT HAPPENS NEXT?

Your application will be sent electronically to your home institution. After your home institution approves the application, it will be sent electronically to the University of South Florida. During this process, you will receive updates on the status via email from the institutions. You can also check the status of your application at any time by logging into the Transient Student Admission Application. It can take up to 10 days, on average, for the institutions to process an application.

If your application is accepted, you will receive an email notification from the University of South Florida with your next steps to enroll.