



## Traveling Scholar Request Form

- Up to six (6) credit hours may be obtained as a Traveling Scholar and used in a graduate plan of study.
- UCF graduate students may not enroll as traveling scholars in the semester they graduate at UCF.
- It is the student's responsibility to request that an official transcript be sent to the UCF College of Graduate Studies so that the approved course(s) and credit hours can be transferred to the UCF transcript in a timely manner.
- Deadline for submission: last day of add/drop for the semester in which the courses are being requested.
- Traveling Scholar credits will only be accepted as earned UCF credits if the grades obtained are B or higher.
- Please submit completed form to Graduation/Degree Audit ([graddegr@ucf.edu](mailto:graddegr@ucf.edu)).

### Student Information

Date: \_\_\_\_\_ Expected Graduation Term: \_\_\_\_\_

Family or Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

UCFID: \_\_\_\_\_

UCF Email Address: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_

Reason for participating in the Traveling Scholar Program (Student must be a current/active UCF graduate student)

Name of Host Institution: \_\_\_\_\_

Semester/Year course(s) will be taken: \_\_\_\_\_

Course Prefix and Number	Course Title	Credit Hours

**Note:** If plans change and you do not enroll in the course(s) at the institution and in the term indicated above, please send UCF College of Graduate Studies written notification so that we can update your records.

The above named graduate student is in good standing in the:

Degree Program: \_\_\_\_\_ College/School: \_\_\_\_\_

We request that the above course(s) be transferred to the graduate plan of study for the student named above.

Adviser Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

UCF College of Graduate Studies Signature: \_\_\_\_\_ Date: \_\_\_\_\_