



BOWLING GREEN STATE UNIVERSITY
Office of Registration & Records

**GUEST STUDENT
CERTIFICATION**

Office of Registration and Records
Bowling Green, Ohio 43403-0130
(419) 372-7959
Fax: (419) 372-1115

Please print

Name _____

Date of Birth _____

Street _____

BGSU ID _____

City, State _____

College A&S Educ & Hum

Zip _____

Music H&HS

Bus Tech

Fire ACE

Phone () _____

BGSU email _____

Institution You Plan to Attend _____

Branch _____

Term You Plan to Attend: Summer Winter Fall Spring Year _____

HOST INSTITUTION

BGSU EQUIVALENT

DEPARTMENT	COURSE NUMBER	CREDIT HR	DEPARTMENT	COURSE NUMBER	SEM HR
Ex. ENGL	101	3	GSW	1120	3

Student must check Student Copy of Guest Student Certification form upon receipt for any changes to equivalencies before taking course(s).
Upon completion of these courses, student must request an official transcript be sent to the above address. Transcripts will not be automatically sent for the student.
Applicability of courses into degree program is to be determined by your college advising office.

Please read back of form and sign

For Office use only

STATEMENT OF GOOD STANDING

The above student is in good academic standing at Bowling Green State University
Document is valid only if signed by Director of Transfer Evaluation and Graduation and sent from the Office of Registration and Records at Bowling Green State University.

Rachel A Schaeffer, Director of Transfer Evaluation and Graduation

Date _____

If the student is within the last 30 hours immediately preceding graduation, course work is subject to approval of the student's college office.

Student Copy Class Standing: Freshman Junior

College Copy Sophomore Senior

Financial Aid

Student Information

1. A **Statement Of Good Standing** will not be issued to students who do not have a 2.0 accumulative average at BGSU.
2. Students pursuing a degree at BGSU who wish to earn credit from another college or university may transfer credits to BGSU if they have a BGSU accumulative grade point average of at least a 2.0.
3. Transfer credit will be accepted provided the student earns a final grade of “D” or better (or Pass for Pass/Fail registration) that carries at least the quality point of 1.0 or greater (on a 4.0 scale).
4. Transfer credit will not be accepted for any course previously passed at BGSU, **including a final grade of “D.”** The grade from the host institution will not affect the BGSU accumulative average. Exception to this statement occurs only when qualifying for honors at BGSU, at which time, ***all work*** taken at another institution is averaged into the total accumulative average or when qualifying for selected degree programs.
5. When issuing Guest Student Certification forms, student records are not checked for duplication of credit. It is the responsibility of the student to insure that duplicate work is not taken.
6. Questions regarding pre-requisite(s) at the host institution for course(s) the student wishes to take should be directed to appropriate personnel at the host institution.
7. Student must check the Student Copy of the Guest Student Certification form upon receipt for any changes to equivalencies. If changes are made, please review with Transfer Evaluation Services or college advising office before taking course(s) at host institution.
8. If any equivalency information on the front of this form should change (example: credit hours, department, etc.), a new form must be completed.
9. Following completion of coursework, it is **the student’s responsibility to request an official transcript be mailed directly from the host institution to:**

**Office of Registration and Records
110 Administration Bldg, BGSU
Bowling Green, Ohio 43403**

10. Student must be enrolled (or have applied for graduation, if appropriate) and course work transferred to BGSU within **one** semester beyond “Plan To Attend” term. A re-evaluation will be done if courses are transferred after **one** semester.
11. **Transfer Evaluation Services does NOT determine applicability of course work into your degree program. You must contact your advisor to determine applicability of any course that transfers to BGSU.**

Student’s Signature or Transfer Representative’s Signature

Date

NOTES: