

GUEST STUDENT CERTIFICATION FORM

(Please Print type or use black or blue ink)

Name _____ BGSU ID: _____

Street _____ BGSU Email: _____@bgsu.edu
(Mailing Address)

City, State, Zip _____ Date of Birth: _____

Phone: _____

Term You Plan to Attend: _____ Year: 20 ____

Name of Institution Attending: _____ Branch (if applicable): _____

MUST FILL OUT BOTH SIDES FOR FORM TO BE PROCESSED

HOST INSTITUTION

BGSU EQUIVALENT

HOST DEPARTMENT	HOST COURSE NUMBER	HOST HRS	BGSU DEPARTMENT	BGSU COURSE NUMBER	HRS (same as Host Institution)	Result (office only)
<i>EX: ENGL</i>	<i>102</i>	<i>3</i>	<i>EX: WRIT</i>	<i>1120</i>	<i>3</i>	

Student must check Student Copy of Guest Student Certification form upon receipt for any changes to equivalencies before taking course(s).

- ✓ or **APPROVED** Course approved for transfer, no changes made (applicability to degree program determined by college office)
- # Course approved for transfer, changes made to equivalencies (applicability to degree program determined by college office)
- * Course approved for transfer, changes made to credit hours (applicability to degree program determined by college office)
- X Course will NOT transfer

Please read and sign back of form



FOR OFFICE USE ONLY

STATEMENT OF GOOD STANDING

The above student is in good academic standing at Bowling Green State University. This 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 _____
Level _____

Date Form Received

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. 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).
3. 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.
4. When issuing Guest Student Certification forms, student records are not checked for duplication of credit. It is the responsibility of the student to ensure that duplicate work is not taken.
5. 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.
6. 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.
7. If any equivalency information on the front of this form should change (example: credit hours, department, etc.), a new form must be completed.
8. **Following completion of coursework, it is the student’s responsibility to request an official transcript be sent either electronically or mailed directly from the host institution to:**

**Office of Registration and Records
227 BTSU, BGSU
Bowling Green, Ohio 43403**

9. 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.
10. **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.**

****I understand and agree to the transfer evaluation processes as outlined above****

Student’s Signature or Transfer Representative’s Signature
(If emailed, this can be typed but must be sent from your BGSU email account)

Date

NOTES: