

*For students that will want to take a course at a different university or junior college over the summer or during next fall.*

**Letter of Transiency Instructions**

- Log into myBama and click on the Student tab
- In the Banner Self-Service channel, click on *Letter of Transiency*.
- Select **term**, **state** of transient institution, and then transient **institution**
- A default address for that school will populate. Student should verify that this is the correct address for their purposes. Then click *Select Transfer Courses*.
- Select the courses to be taken as a transient student and use the single arrows to move them over. The entire articulation table for the institution that was selected will be visible below the selection area for reference.
- Once you have finished selecting courses, click *Continue* and skip to the next step in these instructions. If the student cannot find the courses he/she wishes to take, click *Courses Not Found*. You will then be asked to fill out an electronic form specifying the classes to be taken. The submission of this form will generate an email that will be sent to the transfer credit area in the Registrar's Office where the evaluation/articulation process will begin for that new course.
- All information to be present on the transient letter will be displayed for verification. If everything looks correct, click "Generate Letter of Transiency".
- The letter will be generated and displayed as a PDF file. From here, the student can choose to print the letter or save an electronic copy.
- It is the student's responsibility to take, fax or mail the Letter of Transiency to the institution that they will be attending during the summer. Please note that sending the transiency letter does not actually "register" you for the class – that is something you still have to do at that college.

Link to transient letter video:

<http://registrar.ua.edu/services/mystudent/transient-letter-intro-video/>