



***INSTRUCTIONS FOR COMPLETING THE GUEST MATRICULANT/  
TRANSIENT STUDENT FORM***

**GUEST MATRICULANT TAKING A COURSE AT GMU:**

A guest matriculant/transient student needs to have written approval from the home institution and the Extended Studies application filled out in order to be registered at GMU.

1. Fill in section "To be Completed by the Student".
2. Forward to your Home institution for processing.
3. Home institution will forward the form to Karen Alarie at GMU (fax: 703-993-1633; email: kalarie@gmu.edu).

**GMU STUDENTS TAKING COURSES FROM OTHER INSTITUTIONS:**

Fill in sections "To be Completed by the Student" and "Advisor"

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**ODU STUDENTS TAKING COURSES FROM OTHER INSTITUTIONS:**

1. Fill in section "To be Completed by the Student".
2. Forward to Erin Mills at ODU for processing (fax: 757-683-4898; email: emills@odu.edu).
3. ODU will forward the form to the institution offering the course for processing.

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**UVA STUDENTS TAKING COURSES FROM OTHER INSTITUTIONS:**

1. Fill in section "To be Completed by the Student".
2. Forward to your Rita Kostoff at UVA for processing (fax: 434-924-4086; email: rfk2u@virginia.edu).
3. UVA will forward the form to the institution offering the course for processing.

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**VCU STUDENTS TAKING COURSES FROM OTHER INSTITUTIONS:**

1. Fill in section "To be Completed by the Student".
2. Forward to Ann Yates at VCU for processing (fax: 804-827-7017; email: eayates@vcu.edu).
3. VCU will forward the form to the institution offering the course for processing.

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**VT STUDENTS TAKING COURSES FROM OTHER INSTITUTIONS:**

1. Fill in section "To be Completed by the Student".
2. Forward to Christina Baity at Virginia Tech for processing (fax: 540-231-2106; email: cgepvt@vt.edu).
3. Virginia Tech will forward the form to the institution offering the course for processing.

**This form may take the place of an application form when a student has been admitted to a program at one of the participating CGEP universities but wishes to take a course from an institution other than the "home" university. However, due to on-line registration policies at some institutions, students may also be asked to fill out a non-degree application for that institution.**

**\*\* THIS FORM DOES NOT INITIATE COURSE CREDIT TRANSFERS \*\***