



## APPLICATION FOR INTERNAL TRANSFER

### To Be Completed by the Student

1. Name: \_\_\_\_\_ Student ID @ \_\_\_\_\_

2. Campus you are currently attending \_\_\_\_\_ Campus to which you are requesting a transfer \_\_\_\_\_

3. Program in which you are currently enrolled: \_\_\_\_\_

Do you intend to pursue a different program of study at the transfer campus?  yes  no

*If yes, indicate program of study you intend to pursue* \_\_\_\_\_

4. Degree which you are currently pursuing: \_\_\_\_\_

Do you intend to pursue a different degree at the transfer campus?  yes  no

*If yes, indicate degree you intend to pursue* \_\_\_\_\_

5. Term you would like to begin taking coursework at the transfer institution

Fall  Spring  Summer Year \_\_\_\_\_

6. Are you an international student who needs to transfer your student non-immigrant status?  yes  no

*I hereby grant permission to (current campus)* \_\_\_\_\_

*to transfer my academic and financial records to (transfer campus)* \_\_\_\_\_

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### To Be Completed by Office of Student Services at Current Campus

Student's First Term of Attendance at Current Campus: \_\_\_\_\_

Cumulative earned hours \_\_\_\_\_ Cumulative GPA \_\_\_\_\_ Hours left in program \_\_\_\_\_

Is student in good academic standing?  Yes  No *If no, the student is ineligible for an internal transfer.*

Is student's account current?  Yes  No *If no, the student is ineligible for an internal transfer.*

Comments: \_\_\_\_\_

Signature of Student Services Official: \_\_\_\_\_ Date: \_\_\_\_\_

*Please forward a copy of the student's academic file to the transfer institution.*

### To Be Completed by Admissions Department at Transfer Campus

Date Application/Academic File Photocopies Received: \_\_\_\_\_

Transfer decision:  Approved  Denied Date of approval/denial: \_\_\_\_\_

### POST DECISION

Copy form with decision to originating campus student services department; original file to be sent to transfer campus, copy of file to be retained by first campus of matriculation (note in file).