



APPLICATION FOR TRANSFER

SECTION 1: STUDENT AND CONTACT INFORMATION

Form for Section 1: Student and Contact Information. Fields include: *FIRST NAME, *MIDDLE NAME(S), *LAST NAME, *I.D. #, UCC EMAIL, CAMPUS ATTENDED, PHONE (HOME, MOBILE, WORK).

SECTION 2: TRANSFER INFORMATION

Form for Section 2: Transfer Information. Fields include: TYPE OF TRANSFER (STATUS/PROGRAMME/CAMPUS), EFFECTIVE DATE (mm/dd/yyyy), TRANSFER FROM, TRANSFER TO, REASON FOR TRANSFER.

SECTION 3: SIGNATURE

Signature line: *NAME, *SIGN HERE, DATE (mm/dd/yyyy).

FOR OFFICIAL USE ONLY

Form for Section 3: Official Use Only. Fields include: RECEIVED & REVIEWED BY (HEAD OF DEPARTMENT (CURRENT), SIGNATURE, DATE), ACTION TAKEN / COMMENTS, PASSED TO (HEAD OF DEPARTMENT (NEW), SIGNATURE, DATE), ACTION TAKEN / COMMENTS, PROCESSED BY THE REGISTRY AND ACTION TAKEN (NAME, SIGNATURE).