



CAMPUS TRANSFER REQUEST FORM

AD194

Student Information			
ID#	Last Name	First Name	
Email Address		Date of Birth (mm/dd/yyyy)	
Home Telephone Number		Mobile Number	

Program Information			
<input type="checkbox"/> Bachelor of Arts in Business Administration		<input type="checkbox"/> Master of Business Administration	
Program Start Date		Program End Date	
(International Students Only) Form I-20 Start Date		Form I-20 End Date	
Total Credits Earned	As of End of Term <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year	Cumulative GPA

Transfer Information			
Transfer-Out FROM <input type="checkbox"/> Los Angeles Main Campus <input type="checkbox"/> Buena Park Branch Campus		Transfer-In TO <input type="checkbox"/> Los Angeles Main Campus <input type="checkbox"/> Buena Park Branch Campus	
Term <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Reason(s) for Transfer		
Year			

Student Certification

I certify that I have requested a campus transfer for the chosen term and understand my rights and responsibilities in accordance with the school's policies as published in the School Catalog.

Signature of Student: _____ Today's Date: _____

For Office Use Only:

Student will fill out this form completely, sign, and submit to the Registrar of Transfer-Out Campus. Registrar of Transfer-Out Campus will attach a printout of the Student's Academic Record, photocopy of I-20 (for International Students), and submit to the Chief On-Site Administrator. Chief On-Site Administrator will review and approve or deny the request. If approved, Chief On-Site Administrator will inform the Student, provide a photocopy of approved request form to the Student, and send the original to the Transfer-In Campus. If denied, Chief On-Site Administration will inform the Student and explain the reason(s) for denial. (NOTE: In addition to this form, the I-20 Transfer Eligibility Form (for International Students) must still be processed in accordance to SEVIS rules and regulations.)

Transfer-Out Request	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Transfer-Out School Official's Signature	Transfer-In School Official's Signature	
Date of Signature	Received Date	