Criminal Justice Fellows Program Transfer Request Form

Student Information	
Name	Last Four Digits of SSN
Address	
City	State Zip
Phone	Email
Current Institution	Receiving Institution
Year Entered CJFP Program	GPA
Current Semester Hours	Total Earned
Directions for Transfer:	

- A student must be in good standing in the Criminal Justice Fellows Program at the current campus at the time of the transfer request.
- The transfer form must be submitted to the Criminal Justice Fellows Program before the end of the semester prior to the semester the Fellow would like to transfer. For example, if you would like to transfer during the fall semester, we must receive this form by the end of the spring semester prior.
- All monies owed at the current campus must be paid in full before a transfer is approved.
- Student must be admitted to institution of transfer.
- Student is responsible for making contacts and securing the appropriate signatures below BEFORE sending this form to the Criminal Justice Fellows Program.
- Student **must attach a letter** explaining why they are requesting a transfer to this form.
- Student **must attach a copy of the transcript** from the institution they are transferring from to this form.
- This form is only for approval by the Criminal Justice Fellows Program Committee. Transfer students must also complete the necessary paperwork that their community college requires.

Signature of Criminal Justice Fellow	Date
Signature of Current Program Manager	Date