CHAPMAN UNIVERSITY COLLEGE

Campus Transfer Request

Procedures:

1. Academic Center to Academic Center transfer: Take completed form to the new campus.
2. Orange Campus to Academic Center transfer: Take completed form to the new campus. If waiting more than 1 term to start classes at the new location, fill out a Request for Leave of Absence form and submit to the Registrar's Office. *(Academic Center to Orange Campus transfers must submit new application to Orange).*

Please print in blue or black ink [ ] Undergraduate [ ] Graduate

Current Campus Location: _____ New Campus Location: _____

I will begin at the new campus location: Term [_____] Year [_____]

My academic program is: _____

I am currently in good academic standing: [ ] Yes [ ] No

I am currently receiving Financial Aid: [ ] Yes [ ] No ⟶ Notify your Financial Aid counselor

Name _____
(Last) (First)

ID # | | | | | | | |

Current
Address_____
(Street Address) (Apartment Number)

_____
(City) (State) (Zip)

Phone _(____)_____ E-mail _____ Bus / Pers
(Email type)

New
Address_____
(Street Address) (Apartment Number)

_____
(City) (State) (Zip)

Phone _(____)_____ Secondary E-mail _____ Bus / Pers
(Email type)

Signature: _____ Date: _____

File Transfer Protocol (for staff only):

1. Have student fill out form completely.
2. Fax completed form to former campus location to request copy of the student's file.
3. Make a complete copy of student's file and send to new campus location via overnight shipping.
4. Keep the overnight shipping invoice in the student's file.
5. Retain original student's file at current campus location for 5 years.
6. New campus: Once you have received this faxed form –
   a. In the Datatel SPRO screen, enter the appropriate end date on the Home Location field for the current campus.
   b. Enter the new campus location code (the current date automatically defaults in the start date field).
   c. Update the student' address and phone number in the ADSU screen.