

## Divisional Transfer Request

**Instructions:** Please use this form to request transfer from the Full-Time Division to the Part-Time Division, or from the Part-Time Division to the Full-Time Division. By transferring from one division to the other, you will receive priority registration with your new division. You will also be required to adhere to published policies regarding your new division, including maximum and minimum course loads. You will need to complete any remaining required lockstep courses with your original entering division.

**This form must be submitted, with all required signatures, no less than two weeks prior to the end of the semester or term preceding your transfer.**

STUDENT INFORMATION			
Name		Today's Date	
UNT Dallas College of Law Student ID# (not EUID)		Current Classification	Current GPA
		<input type="checkbox"/> 1L <input type="checkbox"/> 2L <input type="checkbox"/> 3L <input type="checkbox"/> 4L	Current Registered Hours
TRANSFER INFORMATION			
Transferring From		Transferring To	
<input type="checkbox"/> Full-Time Division <input type="checkbox"/> Part-Time Division		<input type="checkbox"/> Full-Time Division <input type="checkbox"/> Part-Time Division	
Reason for Transfer			
<input type="checkbox"/> Elective <input type="checkbox"/> Major Life Event (please attach a one-page Descriptive Statement, explaining your need to transfer) <input type="checkbox"/> Administrative			
STUDENTS MUST OBTAIN SIGNATURES IN THIS ORDER:			
1.	Student (not required for Administrative Transfer)	Date	
2.	Associate Dean of Academic Affairs	Date	
3.	Associate Director of Financial Aid	Date	
4.	Registrar or Assistant Registrar	Date	

*The Office of the Registrar will contact you once the change has been completed.*

For Financial Aid School Official Only:
Student receives the following:
<input type="checkbox"/> Hazlewood Exemption
<input type="checkbox"/> VA Education Benefits
<input type="checkbox"/> Other exemptions or waivers, please list here: _____
Referral made?
YES <input type="checkbox"/> NO <input type="checkbox"/> Comment: _____