UNIVERSITY OF THE COMMONWEALTH CARIBBEAN
Fostering Leadership & Innovation

Application For Transfer Form
Department - Registry Department

SECTION 1: STUDENT CONTACT INFORMATION

*FIRST NAME

*MIDDLE NAME(S)
(if applicable)

*LAST NAME

PHONE _____ (HOME) _____ (MOBILE) _____ (WORK)

*I.D. # _____   **EMAIL** _____

SECTION 2: CURRENT PROGRAMME INFORMATION

PROGRAMME OF STUDY _____   **YEAR(S) ATTENDED** _____
(eg. BSc in HRM)   (eg. 2018-2022)

CAMPUS(ES) ATTENDED _____   **LAST COURSE(S) TAKEN** _____

SECTION 3: TRANSFER INFORMATION REQUEST

TYPE OF TRANSFER: Change of Status   Change of Campus   Change of   Transfer from   Transfer from
(Status/Campus/Programme)   Programme   BSc. to ASc.   K13 to R13

EFFECTIVE DATE: _____

TRANSFER FROM: _____   **TRANSFER TO:** _____

REASON FOR TRANSFER: _____

SECTION 4: STUDENT'S SIGNATURE

_____   _____ / _____ / _____
SIGNATURE   mm   dd   yyyy

FOR OFFICIAL USE ONLY

DATE SENT

RECEIVED & REVIEWED BY: _____   _____   _____ / _____ / _____
                            CURRENT HOD/PROGRAMME COORDINATOR   SIGNATURE   mm   dd   yyyy

ACTIONS TAKEN/COMMENTS:

DATE SENT

PASSED TO: _____   _____   _____ / _____ / _____
              NEW HOD/PROGRAMME COORDINATOR   SIGNATURE   mm   dd   yyyy

ACTIONS TAKEN/COMMENTS:

PROCESSED BY THE REGISTRY: _____   **ACTIONS TAKEN/COMMENTS:**
                               NAME

Transfer Procedure:
The completed form is submitted to the Programme Coordinator or HOD for processing and approval.
Students wishing to use the transfer facility will be required to pay $500.00 before processing.
The transfer process takes five business days to be completed.
The Form can be used to request change of status and/or change of programme or campus.
Students enrolled in the bachelors programmes may, under special circumstances, exit with an Associate's degree after two years. To exit a programme the student should submit the Transfer Form to their HOD by the end of the first semester in the first academic year.
K13 students (Fall 2020/Spring 2021 admitted but incomplete) should apply for transfer to the R13 Associate degree and engage with your Programme Coordinator before making class selections.
The Admissions Unit will process the Transfer Form and inform the student via email of the outcome.
If the request is approved, the student's programme Catalogue is changed on the Student Management System.