

## APS Campus Transfer Request

**Instructions:** Student will complete this form to transfer from one Adult Program to another. Submit completed form to your current Campus Director. Your academic records and this form will be mailed to the new campus. Your new campus director will ensure your location code has been updated in the college database (Jenzabar) at the time of your first registration with the new campus.

**Please note:** Students may attend classes at the campus of their choosing without changing their “home” campus. Officially transferring to another campus allows the student to be advised, register, etc. at the campus that is most convenient to them. Transferring to another campus may change your rate of tuition. Once transferred, a new academic advisor will be assigned to you.

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Phone: \_\_\_\_\_ Major: \_\_\_\_\_

Campus you are leaving: \_\_\_\_\_

Campus you are transferring to: \_\_\_\_\_

Date you will begin taking classes at new campus: \_\_\_\_\_

Reason for Transfer: \_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**For Office Use Only:**

**Current Director:**

Folder Mailed to New Campus: \_\_\_\_\_ By: \_\_\_\_\_

**Receiving Director:**

Jenzabar Updated: \_\_\_\_\_ Copied to Registrar's Office: \_\_\_\_\_ Copied to Business Office: \_\_\_\_\_