



# OAKWOOD UNIVERSITY

## INTERNAL TRANSFER FORM

Term/Year: \_\_\_\_\_

TRAD to LEAP

LEAP to TRAD

By completing this form, you authorize the Registrar's Office to process your transfer to the Oakwood University program indicated above and authorize adjustment to your Financial Aid accordingly. These adjustments may not only affect your Financial Aid Award, but also your Resident Hall Occupancy, Meal Plan, Student Account Charges, and Grades. You must also get the signature of an Academic Administrator before this process can be complete. **If you wish to revoke this TRANSFER, you MUST NOTIFY the Registrar's Office in writing within 24 hours of the completion of this form.**

Please Print and Fill Out This Form Completely

### General Information

Student ID: \_\_\_\_\_ Full Name [Last, First, MI]: \_\_\_\_\_  
Contact Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Local Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
E-mail Address {OU is current student}: \_\_\_\_\_

### Transfer Information

Transfer Withdrawal Date: \_\_\_\_\_ Are you currently registered:  Yes  No  
If yes, please list courses to be dropped below (*attach schedule*):

\_\_\_\_\_  
\_\_\_\_\_

### Change of Major Information: COMPLETE FOR TRANSFER PROGRAM

Degree:  BA  BBA  BM  BS  BSW  AA

TRAD Major \_\_\_\_\_

TRAD Minor \_\_\_\_\_

Advisor Name \_\_\_\_\_

Advisor Signature \_\_\_\_\_

Degree:  BS

LEAP Major \_\_\_\_\_

Advisor Name \_\_\_\_\_

Advisor Signature \_\_\_\_\_

### Signature – Please sign and return this form to the Registrar's Office

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Forms are processed 24 hours after receipt. If you wish to revoke this request, you must do so in the Registrar's Office by signing below or providing a written statement.

➤ I wish to revoke my transfer request and remain enrolled in the  TRAD /  LEAP program at Oakwood University.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Registrar's Office Use Only:

Date Processed \_\_\_\_\_ Sent to LEAP \_\_\_\_\_ Distribution List \_\_\_\_\_ Add to Laserfiche \_\_\_\_\_