

Instructions:

1. Student, complete SECTION I and submit it to your current Academic Dean.
2. Current Dean (or Dean's representative), interviews student and completes SECTION II; forward form to Registrar's Office (dcowden@creighton.edu);
3. Registrar's Office forwards request with the appropriate credentials to the Dean of the Creighton undergraduate college to which the student wishes to transfer.
4. Dean of the college the student seeks to enter completes SECTION III; forward form to person indicated in SECTION II and Registrar's Office (dcowden@creighton.edu); send notification to student.

SECTION I: To be completed by student

NETID: _____ Full name: _____

Current mailing address: _____

Current college: _____ College you wish to enter: _____

Transfer semester/year: Semester: _____ Year: _____

Reason for request:

Current class: _____ Cumulative GPA: _____ Current advisor: _____

Current major: _____ Intended major: _____

Signature: _____ Date: _____

SECTION II: To be completed by the student's current academic Dean

- I have interviewed the student identified above and agree to release him/her if accepted into another undergraduate college of Creighton University.

Signature: _____ Date: _____

SECTION III: To be completed by the Dean of the college the student seeks to enter

I have reviewed the application and credentials of this student and have decided to:

Accept him/her for enrollment beginning (semester/year): _____

Defer a decision until: _____

Decline him/her for the following reason(s): _____

Signature: _____ Date: _____