

Formal Student Transfer Request

Subject: Application for Transfer to [School/Program Name]

Dear Admissions Committee,

I am currently enrolled as a [current year] student at [Current Institution] pursuing [Current Major/Program]. I am writing to request a transfer to your esteemed institution for the [semester/academic year] term.

My decision to transfer stems from [specific academic reasons, program availability, location, family circumstances]. Your institution's [specific programs/facilities/reputation] aligns perfectly with my academic and career objectives in [field of study].

My current GPA is [GPA] and I have completed [number] credit hours. I have been actively involved in [extracurricular activities, research, volunteer work] and believe I would contribute positively to your campus community.

Enclosed are my official transcripts, letters of recommendation, and completed application materials. I am committed to maintaining academic excellence and would be honored to continue my education at your institution.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Full Name]

[Student ID]

[Contact Information]

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