

Registrar's Office

2500 North River Road | Manchester, NH 03106-1045 | Phone 603-668-2211 | Fax: 603.6294647 | www.snhu.edu

Undergraduate Day Internal Transfer Application

Transfer from the Undergraduate Day School (UD) to:

- (Check one)
[] Continuing Education (CE) Center:
[] SNHU ONLINE

PLEASE PRINT OR TYPE

Student ID #: Birth Date

Phone #: Area code Number Preferred e-mail address:

Full Name

Home Address

Date of last day class attended Last day in Residence

Reason for transferring to CE or SNHU Online:

- [] Few Courses left to complete my degree
[] Financial Reasons
[] Medical Reasons
[] Full Time Employment
[] Other

Citizenship

Are you a citizen or permanent resident of the United States? Yes No

If no, what is the country of your citizenship? Visa no

What is the country of your birth?

About Your Application

What term do you plan to begin your studies?

July/Aug. Sept./Oct. Nov./Dec. Jan./Feb. Mar./Apr. May/June

Do you intend to apply for Financial Aid? Yes No

How many credits have you completed at SNHU? 1 - 29 30 - 59 60 - 89 90+

Intended course of study: (Your choice of major will assist us in helping you develop an academic plan to achieve your educational goals at SNHU.)

Degree (Select one): Associate's Degree Bachelor's Degree

Intended Major: Minor:

(over)

**INTERNAL TRANSFER
SOUTHERN NEW HAMPSHIRE UNIVERSITY**

Students may transfer from the Undergraduate Day School to other academic programs within the university by obtaining an Internal Transfer form from the Academic Advising Office or the Office of the Registrar and obtaining all necessary signatures. **All International Students must obtain forms and begin the process in the Center for International Exchange.** Failure to file an Internal Transfer form with the appropriate office may prevent the student from registering for classes, graduating in a timely manner, may have an adverse impact on financial aid, and may result in the incorrect billing of tuition and fees,

Students MUST contact an Academic Advisor at the CE/Online Center to which they are transferring. Students will NOT be able to register for classes via PENpal without the new Academic Advisor approval.

I have read and understand the above statement:

Name: _____ Date: _____

FOR OFFICE USE ONLY

Originator – Name & Date SNHU was notified. _____ Date: _____

ACADEMIC ADVISING – Students must meet with a staff member in the Academic Advising Office prior to finalizing their transfer request. _____ Date: _____

RESIDENCE LIFE – All resident students must clear the Office of Residence Life to terminate their Undergraduate Day housing. _____ Date: _____

FINANCIAL AID – All students who have Stafford or Perkins Loans must clear Financial Aid office prior to finalizing their transfer request. Account adjustments, if any, could take up to 30 days. _____ Date: _____

OFFICE OF THE REGISTRAR : Form is copied and sent to the BURSAR'S Office and the student's file is sent to the appropriate CE center or SNHU ONLINE. _____ Date: _____

BURSAR'S OFFICE: _____ Date: _____

Distribution:

Originator – Academic Advising, Office of the Registrar, CIE, -- makes copies for the Wellness Center and the student's advisor.

Please note that CIE needs a copy of the Internal Transfer forms of all International students.

*Originator forwards student **with the form** to the Academic Advising Office, Residence Life (if a resident student), Financial Aid (if student has financial aid). Financial Aid will then forward the form to the Office of Registrar. If the student has no financial aid, form will be left with the Academic Advising Office or the Residence Life Office who will forward the form to the Office of the Registrar.*

*The Office of the Registrar forwards a **copy** of the form to the BURSAR'S Office, places original form in the student's file, and forwards the Student's file to the appropriate CE center or SNHU ONLINE.*

Each office keeps a copy for its records after signing the form.