



Inter American University of Puerto Rico

## APPLICATION FOR TRANSFER WITHIN THE UNIVERSITY

Student Number	First Name	Father's Surname	Mother's Maiden Surname
Telephone	Postal Address		
E-mail	Academic term for which you request the transfer (See list on reverse side)		
Current degree and major			
Home Campus <sup>1</sup>		Home New Campus <sup>2</sup> (Campus to which you wish to transfer)	
<b>HOME CAMPUS<sup>1</sup></b>		<b>NEW HOME CAMPUS<sup>2</sup></b>	
<i>Student will submit this application, in person or by e-mail, to the Office of Financial Aid.</i>			
<b>Financial Aid Office</b>		<b>Registrar Office</b>	
<input type="checkbox"/> Student receives financial aid.  <input type="checkbox"/> Student was counseled about the effects of the transfer on his financial aid and the process to apply for financial aid at the New Home Campus <sup>2</sup> .  <input type="checkbox"/> Student completed the financial aid processes for the corresponding academic term.  <input type="checkbox"/> The financial aid for upcoming terms was cancelled.  <input type="checkbox"/> Student does not receive financial aid.  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>Signature of Financial Aid Director or authorized personnel</span> <span>Date</span> </div>		<input type="checkbox"/> The academic term the transfer goes into effect, the Campus and the College were updated on the SFAREGS / SGASTDN forms.  1. Change of major  <input type="checkbox"/> Applies <div style="margin-left: 20px;"> <input type="checkbox"/> Student was counseled on the process to follow.  <input type="checkbox"/> Student completed the Change of Major Request Form and submitted it to the Registrar.  <input type="checkbox"/> Student's major was updated in Banner.   <input type="checkbox"/> Does not apply         </div> 2. This application was:  <input type="checkbox"/> Approved  <input type="checkbox"/> Denied  <input type="checkbox"/> Student was informed of the answer to this transfer application.  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>Signature of the Registrar or authorized personnel</span> <span>Date</span> </div>	
<input type="checkbox"/> I have been counseled about the effects of the transfer process on my financial aid and it is my responsibility to specify the new campus code on my FAFSA application.  <input type="checkbox"/> I do not receive financial aid.  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>Student's Signature</span> <span>Date</span> </div>			
<i>The Director of Financial Aid will send this application to the Registrar's Office and will keep a copy in the file.</i>			
<b>Registrar Office</b>			
<input type="checkbox"/> If applicable, enrollment for upcoming terms was cancelled. <input type="checkbox"/> Does not apply. Student is not enrolled in subsequent terms.  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>Signature of the Registrar or authorized personnel</span> <span>Date</span> </div>			
<i>The Registrar will send this application to the Registrar of the New Home Campus <sup>2</sup>.</i>		<i>The Registrar will send a copy of this application the Director of Financial Aid.</i>	

Original  
CopiesRegistrar – New Home Campus <sup>2</sup>  
Registrar – Home Campus <sup>1</sup>

Student

Director of Financial Aid – Home Campus <sup>1</sup>Director of Financial Aid – New Home Campus <sup>2</sup>

## I N S T R U C T I O N S

1. The student will complete the form and deliver or send it by email to the Financial Aid Office of his home campus.
2. The Director of Financial Aid will:
  - a. counsel the student about the effects of the transfer on his financial aid and the process to apply for financial aid at the new campus.
  - b. verify that the student has completed the financial aid processes and that the funds have been disbursed in the corresponding academic term.
  - c. cancel any financial aid for upcoming terms.
3. The student will sign the form indicating that he was counseled by the Financial Aid Office.
4. The Financial Aid Office will send the form to the Registrar's Office where any enrollment in upcoming terms will be cancelled.
5. The Registrar's Office will send the form to the Registrar of the New Home Campus<sup>2</sup> for the corresponding process.
6. The Registrar's Office of the New Home Campus<sup>2</sup> will process the changes in the system and will counsel the student if he changes his major.
7. The Registrar's Office will send a copy of the form to the Financial Aid Office where a new financial aid offer will be prepared.

**Notes:** The original version of this form with all of the signatures must remain in the student's file in the New Home Campus<sup>2</sup>.

## T E R M S U S E D I N T H I S F O R M

Transfer	:	Process carried out by the student when he wishes to move permanently to another campus.
Home Campus <sup>1</sup>	:	Student's original campus.
New Home Campus <sup>2</sup>	:	Campus that receives the student.

## A C A D E M I C T E R M S

The format utilized to designate the academic terms uses a system of six digits (XXXX- XX) where the first four correspond to the natural year of the second semester of an academic year, and the last two correspond to the code used to identify the study session, as described in the following table.

Code	Terms
04	Summer (July)
07	Intensive Session (August)
10	1 <sup>st</sup> Semester (August-December)
13	1 <sup>st</sup> Trimester (August-October)
17	1 <sup>st</sup> Quarter (August-October)
18	2 <sup>nd</sup> Quarter (October-December)
23	2 <sup>nd</sup> Trimester (November-February)
27	Intensive Session (January)
30	2 <sup>nd</sup> Semester (January-May)
33	3 <sup>rd</sup> Trimester (March-June)
37	3 <sup>rd</sup> Quarter (January-March)
38	4 <sup>th</sup> Quarter (March-May)
50	Summer (June)
56	Summer (June)

**Example:** If you are requesting a transfer for the first semester of academic year 2021-2022, the academic term should be written as: **2022-10**.

**This form cannot be modified.**