



❖ REQUEST TO TRANSFER USP CAMPUS

This form is also available from the USP website address: <http://www.usp.ac.fj/forms>

- Notes: 1. You must submit this form at the campus that you are transferring from
 2. You must present a copy of the approved form to the campus that you are transferring to

SECTION A: PERSONAL DETAILS

Student ID Number:

Last Name: First Name: Middle Name: Date of Birth:

Mailing Address at new Campus:

Telephone:
 Fax:
 Email:

Program:

Major 1: Major 2:

SECTION B: CAMPUS TRANSFER

Semester: Year:

Campus enrolled at: _____ Campus to transfer to: _____

Course(s) registered for: _____ Course(s) to be transferred : _____

Note that you can only transfer courses that you are currently registered for, you cannot add additional courses

Course Material(s) paid for Yes No Course Material(s) collected: Yes No

I take full responsibility to ensure that my transferred course(s) are registered at the campus to which I am transferring and that all fees are paid by the due dates. I agree to pay any additional fees that may result from a difference in exchange rate or fees charged at the new campus. I take full responsibility for any unforeseen problems that may arise out of this transfer.

Applicant signature: _____ Date: _____

If the Course Material(s) have not been paid for and collected by the student at the original Campus that they are enrolled in, the student will need to pay and collect course material(s) from the Campus to which they are transferring.

FOR OFFICIAL USE

Campus transfer approved: Yes No

Fees refunded: Yes No Transferred fees approved: Yes No

Comments:

Signature: _____ Date: _____
SAS/Campus Director

Banner Update:

Course withdrawal: Initial: _____ Date: _____

Course update: Initial: _____ Date: _____