

# The University of Portland

Office of the Registrar  
5000 North Willamette Boulevard  
Portland, Oregon 97203  
(503)943-7321

## Request for Transfer Within the University

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1. Fill out all required fields (\*). Handwritten forms will not be accepted.
2. Print the form (sign and date).
3. Return completed form to appropriate Dean's Office.

\*Name: \_\_\_\_\_

\*ID: \_\_\_\_\_

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**\*I wish to transfer from the College/School of: (check one)**

CAS                       Business                       Education                       Engineering                       Nursing

**\*To the following school with a degree and major in:**

(check only one college and one degree and then select a major beside it)

<input type="checkbox"/> CAS	<input type="checkbox"/> BA	<input type="checkbox"/> Business	<input type="checkbox"/> BBA
	<input type="checkbox"/> BS		<input type="checkbox"/> BA
<input type="checkbox"/> Education	<input type="checkbox"/> BAED	<input type="checkbox"/> Engineering	<input type="checkbox"/> BSCE
	<input type="checkbox"/> BSSE		<input type="checkbox"/> BSCS
			<input type="checkbox"/> BSEE
			<input type="checkbox"/> BSEM
<input type="checkbox"/> Nursing	<input type="checkbox"/> BSN		<input type="checkbox"/> BSME

**\*My reason for transfer at this time is:**

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Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*UP Email Address: \_\_\_\_\_ Cell Phone : \_\_\_\_\_

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Decision of Dean of College/School **from** which student is transferring.

Transfer Approved                       Transfer disapproved

Recommendations or remarks: \_\_\_\_\_

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Signature of Dean: \_\_\_\_\_ Date: \_\_\_\_\_

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Decision of Dean of College/School **to** which student is transferring.

Transfer Approved                       Transfer disapproved                       Original Bulletin                       Current Bulletin

Recommendations or remarks: \_\_\_\_\_

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Signature of Dean: \_\_\_\_\_ Date: \_\_\_\_\_

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Transferred semester hours: \_\_\_\_\_

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*Upon completion please return all copies to the Office of the Dean of your current major.*

*Students will be informed via email when they can view curriculum changes on their self-serve account.*