

# Student Request for Transfer to Another University - Formal

Subject: Application for Transfer to [University Name]

Dear Admissions Committee,

I am writing to formally request a transfer from [Current University Name] to [Target University Name] for the [semester/quarter] term of [year]. I am currently a [year] student majoring in [major] with a cumulative GPA of [GPA].

After careful consideration of my academic and career goals, I have determined that [Target University Name] offers the specialized programs and resources that align more closely with my educational objectives. Specifically, I am drawn to your [specific program/department/research opportunities] which are not available at my current institution.

During my time at [Current University], I have completed [number] credit hours and maintained strong academic standing. I have been actively involved in [relevant activities, clubs, or achievements], which have prepared me well for the rigorous academic environment at your institution.

I have enclosed my official transcripts, letters of recommendation, and all required application materials. I am committed to contributing positively to the academic community at [Target University Name] and believe that this transfer will significantly enhance my educational experience.

Thank you for considering my application. I look forward to the opportunity to continue my education at your esteemed institution.

Sincerely,

[Your Name]

[Student ID]

[Contact Information]

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