

Internal Transfer Request Between Colleges Within Same University

Subject: Request for Internal Transfer to [College/School Name]

Dear Dean [Name] and Transfer Committee,

I am currently enrolled in the [Current College] as a [year] student and am writing to request an internal transfer to the [Target College] effective [semester/year]. My student ID is [ID number].

Since beginning my studies in [current major], I have discovered a stronger passion and aptitude for [new field of study]. This realization came through [specific experiences, courses, or activities]. My current GPA of [GPA] demonstrates my academic commitment and ability to succeed in challenging coursework.

The [Target College] offers courses and faculty expertise in [specific areas] that are essential to my career aspirations in [field/industry]. I have already completed [number] credits that will transfer toward the requirements of the [new major] program, including [relevant courses].

I have met with advisors from both colleges to ensure a smooth transition and have created a preliminary academic plan that will allow me to complete degree requirements within [timeframe]. I am fully prepared to meet any additional prerequisites or conditions required for this transfer.

I respectfully request your favorable consideration of my transfer application and am available to discuss my academic plans in greater detail at your convenience.

Respectfully,

[Your Name]

[Current Major]

[Contact Information]

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