

CUNY Special Programs Transfer Request (SPTR)

INSTRUCTIONS

This form is to be completed by the college/program officials only after the student has submitted a **Transfer Application**. Only one form needs to be filled out for each student even if they are applying to multiple colleges. Please include the student's Application Control Number ("W" Number) from the on-line application and mail the completed form to General Transfer Admission - CUNY/UAPC, P.O. Box 359023, Brooklyn, NY 11235-9023. **Be sure to also send (fax or email) a copy to the campus(es).**

Transfer Applications Deadline: February 1 (Fall Admission); September 15 (Spring Admission); **Special Programs Priority Deadline:** April 1 (Fall); November 15 (Spring).

W

First Name _____ Middle Name _____ Last Name _____

Address _____

City, State _____ Zip Code

Phone Number(s) Home _____ Mobile _____ EMPL ID # _____

Email Address _____

Current College _____ SEEK CD HEOP/EOP

Original College (if different, attach copy of SPTR) _____ SEEK CD HEOP/EOP

Requesting Transfer to _____ SEEK CD HEOP/EOP

_____ SEEK CD HEOP/EOP

_____ SEEK CD HEOP/EOP

_____ SEEK CD HEOP/EOP

COUNSELOR'S STATEMENT

Student has/will receive Associates Degree: Yes No N/A

Reason Student is requesting transfer: _____

For Term: Fall 20 Spring 20 Currently enrolled? Yes No Last Semester Attended _____

Number of Semesters of Opportunity Programs completed at current college as of transfer: _____ Current CUM GPA: _____

at original college (if any): _____

Counselor's Name (Print) _____ Email: _____

Signature: _____ Phone no: _____ Date _____

FINANCIAL AID STATUS

Please indicate the number of semesters this student has received opportunity program financial aid: _____

Comments _____

Financial Aid Officer's Name (Print) _____ Signature _____ Date _____

DIRECTOR'S RECOMMENDATION

Student is eligible for opportunity program transfer and I recommend approval of the transfer request.

Student is no longer eligible for SEEK/College Discovery program services

We do not offer an opportunity or similar program

Student is eligible for opportunity program transfer, but I DO NOT recommend approval of the transfer request for the following reason(s): _____

Director's Name (Print) _____ Signature _____ Date _____

Revised Jan 2018

