TRANSFER OUT REQUEST PROCEDURE

Students considering transferring after the first year are strongly encouraged to consult with the Academic Dean to discuss the consequences of transferring.

All Requests for transfer documentation must be submitted to the Academic Dean's Office by filing a Transfer Request Form (available on the Registrar's Website). The Law School will complete the transfer packet including official transcript, letter of good standing, and any forms required by the transferee school. Individual letters of recommendation must be arranged by the student and are not part of the package. The student must include all forms required by the transferee schools with the Transfer Request Form, and must be sure to complete the student-supplied information and signatures as required. All letters of good standing issued to educational institutions for transfer will address academic and disciplinary standing. Packets will be sent directly to the schools, using the address supplied by the student. An administrative fee of $35 will be charged for each packet (that is for each school to which the student applies). The usual turn around time for transfer packets is 5 full business days. The student must complete one (1) Transfer Request form per school, must include a check for $35 made out to Villanova University School of Law for each school to which the student is applying and submit their completed Student Records Release Form (one form per professor for each school to which the student is applying). **The Request form(s), check(s) and Student Records Release Form(s) must be submitted along with any additional forms needed to be completed to the Office of Academic Affairs, Suite 370**.

- **Students who have accepted judicial externship placements for the upcoming academic year commit to fulfilling those placements and therefore cannot transfer from VLS.**
- **Students who have accepted judicial externship placements for the summer and fail to return to Villanova University School of Law for the Fall Semester for any reason will not receive credit.**
- **Federal regulations require the termination of work study funds once a student decides to transfer, and Research Assistantships, as a form of financial aid, will also be terminated as soon as a student formally notifies the Law School that the student is transferring.**
- **There are other issues and consequences that may apply for students applying for transfer, so it is important to discuss plans to transfer with the Academic Dean.**

Students who apply to transfer must notify the Academic Dean in writing **within 3 days of accepting the other law school's offer**. A student is considered registered until written notification to the contrary is received by the Academic Dean.

Students considering transfer must inform programs in which they are involved such as journals, moot court and on campus interviewing of their plans, and must be considerate in giving timely notice to such programs.

STUDENT MUST SIGN

- I _____ certify that I have not accepted a judicial externship placement for the upcoming academic year. In addition, I understand that if I do accept a judicial externship placement for the upcoming academic year I commit to **fulfilling** that placement and therefore I **cannot** transfer from VLS.

- I _____ certify that I understand if I accept a judicial externship for the summer and I fail to return to Villanova University School of Law for the Fall Semester for any reason I **will not** receive credit.

TRANSFER OUT REQUEST FORM

***Student NOVASIS/Banner ID#_____ *Date: _____**

Personal Information

*First Name_____ *Last Name_____

*Current Address Line 1_____

*Current Address Line 2_____

*City_____ *State/Province_____

*Zip/Postal Code_____*Email_____

*Cell Phone_____

*Reason for transfer request_____
_____

<u>Documentation requested:</u>

Letter of Good Standing ☐ Yes ☐ No

Forms required by transfer school ☐ Yes ☐ No
(*You must include a hard copy of all forms you need completed, and you must be sure all portions to be filled out by you are complete.*)

Transcript ☐ Yes ☐ No
If you checked the transcript box, you must sign and date on line giving permission to disclose this information to a third party on your behalf:

_____ _____
Signature [for Transcript release] *Date*

LSAC Report ☐ Yes ☐ No
(front page ONLY will be copied)

Have you met with the Academic Dean? ☐ Yes ☐ No
If yes, please provide the date of that meeting:_____
If no, you are strongly encouraged to make an appointment now.

Have you included your ☐ Yes ☐ No
Student Records Release Form(s)

*= Required Field

Send Information To

*****Contact Person_____ Title_____

*****University_____

*****Address Line 1_____

*****Address Line 2_____

*****City_____ *****State_____

*****Zip/Postal Code_____

Phone_____ Fax_____

Signature**_____Date submitted** _____

*= Required Field

For Office Use Only ….. **END OF FORM** ….. Do Not Write Below This Line

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TRANSFER OUT CHECKLIST

Student_____ **School**_____

- Payment_____
- Student Records Release Form_____
- Dean's Certification Form_____ (not always required)
- Letter of Good Standing_____
- Student Notification Letter_____
- Transcript_____ (official)
- LSAC Report_____ (front page)
- Restrictions on transfer (Judicial Externship, etc.)
  ☐ Yes ☐ No

Packet Completed_____ Date information was sent_____

'Notification of Student Decision' date received_____
Internal Transfer Memo processed_____

Villanova University School of Law
Student Records Release Form

I give permission to Professor_____ to discuss my educational records in a letter or conversation with:

***Contact Person(s)**: _____

***Law School**: _____

***Address**: _____
_____

Telephone: _____

This permission extends to releasing my records, including without limitation the full disclosure of my courses, credit hours and grades. I may revoke this permission in writing, but I acknowledge that this revocation will not apply to any disclosure that occurs before Professor _____ receives my notice of revocation.

_____ _____
*Signature *Date

_____
*Print Name

*=Required Field

Submit Signed Form to Law School's Office of Academic Affairs