

Transfer Letter for College Example

Dr. Elizabeth Harmon

Registrar
Westfield State University
345 College Road
Westfield, MA 01085
e.harmon@westfieldstate.edu
February 13, 2025

Emily Thompson

Student ID: 8987654
Department of Biology
Westfield State University
345 College Road
Westfield, MA 01085

Salutation

Dear Ms. Thompson,

Introduction

This letter serves as formal notification of your transfer from the Department of Biology at Westfield State University to the Department of Environmental Science at the same institution, effective at the beginning of the upcoming semester, August 25, 2025.

Body

This transfer is approved following your application and subsequent discussions with both department heads concerning your academic goals and interests. The

Department of Environmental Science offers a curriculum and research opportunities that align more closely with your academic aspirations and career plans. You will be required to meet with your new academic advisor in the Department of Environmental Science to discuss your course schedule and any adjustments that may be necessary to fulfill the department's graduation requirements.

Please ensure that you complete any necessary paperwork with the Registrar's Office and settle any outstanding obligations with the Department of Biology before your official transfer date. It is important to ensure a smooth transition by coordinating with both departments to transfer your academic records and adjust your course enrollments accordingly.

Conclusion

We are confident that this transfer will provide you with a robust educational foundation and enhance your prospects for future academic and professional endeavors. Please feel free to contact the Registrar's Office or your new department for any assistance during this transition period.

Closing

We wish you continued success in your academic journey at Westfield State University.

Sincerely,

Dr. Elizabeth Harmon

Registrar

Westfield State UniversityExample