

TRANSFER BETWEEN DIVISIONS FORM

Directions:

Please complete the information below and attach a one-page Personal Statement to this application explaining why you want to transfer between divisions. Please include a description of any work, family and other responsibilities you will be balancing along with your law school studies. Return the application to the Office of Student Affairs (Suite 204).

Deadlines for Application:

- **October 15th (or the last business day prior to this date) for the upcoming Spring semester**
- **March 15th (or the last business day prior to this date) for the upcoming Fall semester**

You may apply to transfer to another division during or after your second full semester at the Law School. Your ability to transfer is dependent upon the Administration's evaluation of many interrelated factors, including your academic performance, the number of residency units you have earned, and the responsibilities you are balancing along with your law school studies. Please note that a student may transfer between divisions only once.

STUDENT INFORMATION	
Name: _____	_____
<i>Last</i>	<i>First</i>
Student ID (700#): _____	_____ <i>M.I.</i>
	Please check: <input type="checkbox"/> U.S. Citizen / Permanent U.S. Resident
CONTACT INFORMATION	
Home Phone # : _____	Work Phone #: _____
E-mail Address: _____	
HOME ADDRESS	
Street Address: _____	State: _____
_____	Zip Code: _____
TRANSFER INFORMATION	
I am applying to transfer for: <input type="checkbox"/> Fall 20____ <input type="checkbox"/> From Part-time Day to Full-time Day <input type="checkbox"/> Spring 20____ <input type="checkbox"/> From Full-time Day to Part-time Day	

Please answer the following questions:

- If you are currently employed, state name of employer, nature of business, dates of employment, and number of hours worked per week.

- If you will be employed during the next semester, state name of employer, nature of business, and number of hours to be worked per week.

Please read and sign:

I acknowledge that pursuant to Hofstra Law regulations, a student taking more than 12 credits may not work more than twenty hours in any week during that semester. Transfers between divisions may also affect eligibility for financial aid, health insurance, the ability to attain the residency requirements required for graduation, and immigration status (for foreign students), among others.

I understand that if my transfer request is granted, I may be required to take additional law school courses during the summer in order to satisfy the Law School's residency requirements. I acknowledge that I have read and understand the Law School's residency rules and that I am responsible for monitoring my compliance with these and all other graduation requirements.

If granted permission to transfer divisions, I propose to satisfy the residency requirements as follows:

Signature

Date

FOR OFFICE USE ONLY

Transcript attached

Rank _____

Office of Student Affairs Final Decision and Comments (*if applicable*):

Senior Director of Student Affairs

Date

OAR Approved Signature

Date

