



University/Curriculum Transfer Request Form

To be filled by Applicant (fill carefully):

1. Personal and Academic Information from the Original University:

First Name: _____ F. Name: _____ G.F Name: _____

ID No.: _____ Academic Year: _____ Year of Study: _____ Semester: _____

Transfer from (University/Institution): _____ National ID: _____

Faculty/School/College: _____ Department: _____

Degree Program: BSc ☐ MSc ☐ PhD ☐

Admission Type: Regular ☐ Extension/Weekend ☐ Summer ☐ Distance ☐

Academic Status: Active Student ☐ Withdrawal ☐ Other: _____

2. Reason for Transfer: _____

3. Information of the new University/Institution:

Transfer to (University/Institution): _____

Faculty/School/College: _____ Department: _____

Admission type: Regular ☐ Extension/Weekend ☐ Summer ☐ Distance ☐

Academic Year: _____ Year of Study: _____ Semester: _____

4. The concerned body who request/allowed the transfer:

Name of Organization: _____

Reference Number of Letter: _____ Date: _____

Country: _____ City: _____

5. Applicant's Phone Number: _____ Signature: _____ Date: _____

For Office use only:

Service issued by: _____ Sign: _____ Date: _____

Approved by: _____ Sign: _____ Date: _____

Required documents (select):

From Bahir Dar University to other

- ☐ Supporting Letter from concerned body
- ☐ Cost sharing agreement (for regular BSc)
- ☐ Service Fee Receipt
- ☐ Clearance
- ☐ Official Transcript
- ☐ University Identity Card

From other to Bahir Dar University

- ☐ Supporting Letter from concerned body
- ☐ Cost sharing agreement (for regular BSc)
- ☐ Service Fee Receipt
- ☐ Official Transcript
- ☐ Biography Form
- ☐ Academic Credentials