

Transfer **From** and **To** an iStudy Course



Please complete the information on the form below. Your transfer cannot be processed until this form is received by the iStudy Office. Additionally, you must fill out a new course application, which will need to be signed by your academic dean's office. Your enrollment date will remain unchanged.

Name (please print) _____ Today's Date _____

Signature _____ UM Student Number _____

Mailing Address _____

City _____ State _____ ZIP _____ (____) _____
Daytime Telephone _____

Original Course Number _____ Original Course Title / Instructor _____

New Course Number _____ New Course Title / Instructor _____

Reason for Transfer _____

PAYMENT INFORMATION:

The cost to transfer courses is \$75. Please indicate your method of payment below.

Check or money order, payable to *The University of Mississippi*. Include with application.

Bursar charge (*UM students only*)

If you would like to pay with VISA or MasterCard, please call our office.

APPLICATION SUBMISSION INFORMATION:

- **In Person:** deliver to our office in the Jackson Avenue Center, Suite H, 1111 W. Jackson Avenue, Oxford, MS 38655
 - **By Email:** scan then email form to our office at istudy@olemiss.edu
 - **By Fax:** fax the form to 662-915-8826
- **By Mail:** mail to Division of Outreach, iStudy, P.O. Box 1848, University, MS 38677-1848

OFFICE USE ONLY:

Date of Transfer Request

Transfer Request Deadline

Date of New Application

\$ _____
Amount of Transfer Fee

Method of Payment

Receipt Number

- _____ New application signed
- _____ Transfer request approved
- _____ Entered in FMP
- _____ Course booking cancelled - SAP
- _____ New course booked - SAP
- _____ BB deleted/added if applicable
- _____ New course information sent
- _____ Move original folder to inactive files
- _____ Double check FMP for accuracy