



The
University
of Sargodha

APPLICATION FOR STUDENT TRANSFER (From one Department to other Department)

Please ensure that all parts of the form are completed to avoid delays in processing your application.

1. Candidate's details:

Full Name and Correspondence Address: _____	Form No: _____	Entry No: _____
_____	CNIC No. _____	
_____	Challan Form No. _____ Date _____ <small style="text-align: center;">Please attach copy of challan form</small>	

2. Transfer Request:

Department in which Student has been admitted: Programme of Study: _____ Fee: _____	Department in which student wants to transfer: Programme of Study: _____ Fee: _____
Reason for Transfer: _____	
Is this your first request for Transfer? Yes No	
Signature of the applicant: _____	Date: _____
Remarks by the head of the Department in which Student has been admitted: Application approved Not approved Signature of head of the department Official stamp Date: _____	Remarks by the head of the Department in which Student wants to transfer: Application approved Not approved Signature of head of the department Official stamp Date: _____
Signature of Chairman Admission Committee Official stamp Date: _____	

- i) If already paid fee is more, the surplus in fee will not be refunded
- ii) If already paid fee is less than the required fee the difference will be deposited before transferring to the new department
- iii) Copy to Treasurer Office for fee transfer and record purpose