

University Transfer Statement of Intent

Date: [Insert Date]

To: [University Admissions Office Name]

From: [Your Full Name]

[Your Current Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Dear [Admissions Committee/Specific Name],

I am writing to express my intent to transfer to [Target University Name] for the [specific program or major] starting in [desired semester, e.g., Fall 2023]. I am currently enrolled at [Current University Name] where I am pursuing [Current Major]. After careful consideration, I believe that transferring to [Target University Name] will provide me with the opportunity to achieve my academic and professional goals.

My decision to transfer is driven by [briefly explain your reasons for transferring, e.g., specific programs offered, academic environment, personal growth opportunities]. I am particularly impressed by [mention any specific faculty, research, or opportunities at the target university that attract you].

During my time at [Current University Name], I have [mention any relevant experiences, accomplishments, or skills gained that are applicable to your intended program]. I am eager to bring my background in [mention skills or experiences] to [Target University Name] and contribute to the academic community.

I appreciate your consideration of my application for transfer. I am looking forward to the possibility of joining [Target University Name] and contributing to its vibrant community. Thank you for your time and attention.

Sincerely,

[Your Full Name]

[Your Student ID (if applicable)]