

International Transfer Request for Educational Purposes

Date: _____

To,

The Admissions Office,
[University/College Name]
[University/College Address]
[City, State, Zip Code]

Dear Admissions Officer,

I hope this letter finds you well. My name is [Your Name], and I am currently a student at [Current Institution Name] pursuing a [Your Degree/Program] with the intention of transferring to your esteemed institution.

Due to [reason for transfer such as personal circumstances, better educational opportunities, etc.], I would like to formally request an international transfer to [University/College Name] for the [specific semester/year] term.

I have attached my academic transcript, letters of recommendation, and other relevant documents for your review. I believe that my educational background and experiences align well with the values and programs offered at [University/College Name].

I am excited about the possibility of continuing my education within your institution and contributing positively to the campus community. Thank you for considering my request. I look forward to your favorable response.

Sincerely,
[Your Name]
[Your Contact Information]
[Your Current Institution Email]