



VILLANOVA  
UNIVERSITY

Charles Widger School of Law

## Transfer Out Request Procedures

Students considering transferring after the first year are strongly encouraged to consult with the Academic Dean to discuss the issues and consequences of transferring.

All Requests for transfer documentation must be submitted to the Academic Dean's Office by filing a Transfer Request Forms that follow these procedures. The Office of Academic Affairs will complete the transfer packet including official transcript, letter of good standing, and any forms required by the transferee school. The letters of good standing issued to educational institutions for transfer will address academic and disciplinary standing.

**Individual letters of recommendation must be arranged by the student and are not part of the package.**

Packets will be sent directly to the school(s) using the address supplied by the student. An administrative fee of \$35 will be charged for each packet (that is for each school to which the student applies). The usual turn around time for transfer packets is 5 full business days. **All packet documents should be sent to the Office of Academic Affairs, Suite 370.**

Please note the following:

*- Federal regulations require the termination of work study funds once a student decides to transfer, and Research Assistantships, as a form of financial aid, will also be terminated as soon as a student formally notifies the Law School that the student is transferring.*

*- Students who have accepted judicial externship placements for the summer and fail to return to Villanova Law School for the Fall Semester for any reason will not receive credit.*

*- Students who have accepted judicial externship placements for the upcoming academic year commit to fulfilling those placements and therefore cannot transfer from Villanova Law School.*

**Students must notify the Academic Dean in writing within 3 days of accepting the other law school's offer.** A student is considered registered until written notification to the contrary is received by the Academic Dean. Students considering transfer must inform programs in which they are involved such as journals, moot court and on campus interviewing of their plans, and must be considerate in giving timely notice to such programs.

*I \_\_\_\_\_ certify that I \*have not accepted a judicial externship placement for the upcoming academic year. In addition, I understand that if I do accept a judicial externship placement for the upcoming academic year I commit to fulfilling that placement and therefore I cannot transfer from VLS.*

*I certify that I understand if I accept a judicial externship for the summer and I fail to return to Villanova University School of Law for the Fall Semester for any reason I will not receive credit.*

STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



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## Transfer Out Request Form

**Student NOVASIS / Banner ID**

**Name:**

**Address:**

**City:**

**State:**

**Zip:**

**email:**

**Cell Phone:**

**Reason for transfer request:**

**Have you met with the Academic Dean YES NO**

*If not, you are strongly encouraged to make an appointment*

**Please provide the name and address of the School(s) where you are applying:**

**School #1 Name:**

**Address:**

**City, State, Zip:**

**Requesting:**

Letter of Good Standing     Forms/Certification from transfer school     Official Transcript

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**School #2 Name:**

**Address:**

**City, State, Zip:**

**Requesting:**

Letter of Good Standing     Forms/Certification from transfer school     Official Transcript

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**School #3 Name:**

**Address:**

**City, State, Zip:**

**Requesting:**

Letter of Good Standing     Forms/Certification from transfer school     Official Transcript

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*If you are applying to more than three schools, please attach information on a separate sheet*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



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CONSENT TO RELEASE EDUCATIONAL RECORDS  
Family Educational Rights & Privacy Act (FERPA)

I, \_\_\_\_\_, member of the Class of \_\_\_\_\_ hereby give permission to Villanova University Charles Widger School of Law to release all requested educational records on my behalf to the school(s) listed above where I have applied.

This permission extends to releasing my records, including without limitation the full disclosure of my courses, credit hours and grades. I may revoke this permission in writing, but acknowledge that this revocation will not apply to any disclosure that occurs before the professor receives my notice of revocation.

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Signature

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Date

*FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. Parochial and private schools at the elementary and secondary levels generally do not receive such funding and are, therefore, not subject to FERPA. Private postsecondary schools, however, generally do receive such funding and are subject to FERPA.*