

Northwestern State University
Member of the University of Louisiana System
Natchitoches, LA 71497

Student Request for Department Transfer

Instructions:

1. Fully complete and return to the Student Employment Office, Roy Hall Room 002.
2. Attach appropriate documentation to support transfer.

Section 1: To be completed by Student Employee **PLEASE PRINT ALL INFORMATION**

Name CWID Number Local Telephone Number

Current Local Address: Box Number/Street Name & Number City, State, Zip Code

Name of Supervisor _____

Department Where You Currently Work: _____

Have you requested a transfer previously? Yes No

Reason for Request (give a concise and complete explanation for the request; attach appropriate documentation)

Have you discussed your request with your supervisor? Yes No If no, why?

Section 2: To be completed by the Student Employment Office

Date Request Received _____

Action Taken:

____ Did not transfer

____ Reassigned student to _____
Department

Comments:

Signature, Office of Student Employment

Date