

DEPARTMENT FOR STUDENTS AND POSTGRADUATE EDUCATION
STUDENT SECRETARIAT

REQUEST TO TRANSFER TO ANOTHER UNIVERSITY OR STUDY PROGRAMME, WITH EXAMINATIONS
ALREADY PASSED

FOR THE ATTENTION OF THE RECTOR

I,matriculation number.....
born in.....date of birth...../...../.....
enrolled on the study programme.....

REQUEST

to transfer to the study programme.....
Class.....Department.....University.....

To this end, I attach:

- University booklet
- Receipt of payment of €67.60 on bank account number 8706 – Università degli Studi di Bari
(to be paid only when transferring to another university)
- Balance of fees for the academic year in course
- Authorisation, if required, by the Faculty/Study programme where the student wishes to transfer to.

I confirm that upon submission of the request to transfer, my academic career and relative certification are temporarily suspended.

I also request that all communication be sent to:

Address.....house number.....postcode.....

City.....Province.....Landline telephone
number.....

Mobile.....email.....

I DECLARE THAT

I am aware of the conditions of acceptance of my transfer to the Faculty of.....
.....Study programme in.....

at the University.....and therefore I assume all responsibility if, in spite of meeting all the terms indicated by the receiving university, my transfer is not accepted.

Bari, date.....

Student's signature.....

THE REQUEST TO TRANSFER MAY BE PRESENTED BETWEEN 1ST AUGUST AND 31 DECEMBER EACH YEAR, TAKING INTO ACCOUNT OTHER POSSIBLE DEADLINES FOR APPLICATIONS IN THE CASE OF TRANSFERRING TO LIMITED ENROLMENT COURSES.

Students who request to transfer to another university by the deadline to present enrolment applications are not required to pay the first instalment. Those who have already proceeded to pay of their own accord are not granted a refund.

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(to be completed by Office staff and handed back to the student)

RECEIPT

REQUEST TO TRANSFER TO ANOTHER UNIVERSITY OR STUDY PROGRAMME, WITH EXAMINATIONS
PASSED

Mr/Ms/Mrs.....matriculation number.....

Study programme.....

The student has declared he/she is aware of the conditions of acceptance of his/her transfer, and assumes all responsibility if, in spite of meeting all the terms indicated by the receiving university, the transfer is not accepted.

Students requesting to transfer to another university by 5 November are not required to pay the first registration instalment in this University. Those who have proceeded to pay of their own accord are not granted a refund. Submitting the request to transfer entails a temporary interruption of the student's academic career and related certification.

The person responsible for the procedure is the head of the Student Secretariat of.....

..... telephone.....

In accordance with art. 13 of Legislative Decree no. 196/03, students are informed that the University of Bari Aldo Moro, Piazza Umberto I, 70100 BARI handles and processes the personal data.

All data are acquired and processed exclusively for carrying out the University's institutional objectives; any refusal to submit personal details may result in the impossibility to handle and fulfil the administrative management procedures concerning the student's career. All rights are recognised in accordance with art. 7 of Legislative Decree no. 196/03.

Office stamp