

# STUDENT EMPLOYEE REQUEST FOR A TRANSFER

Student requesting transfer: \_\_\_\_\_ Date: \_\_\_\_\_

Department of current employment: \_\_\_\_\_

Department proposed for transfer: \_\_\_\_\_

**NOTICE:** Upon approval, current Supervisor / Department Head and new Supervisor / Department Head will agree on reasonable time for transfer of student employee.

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Current Supervisor / Department Head approval: \_\_\_\_\_

I have discussed this potential transfer with the student named above and with  
\_\_\_\_\_ (current Supervisor / Department Head).

I REQUEST \_\_\_\_\_ DO NOT REQUEST \_\_\_\_\_ the transfer be completed.

Signature: \_\_\_\_\_

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New Supervisor / Department Head: \_\_\_\_\_

I have discussed this potential transfer with the student named above and with  
\_\_\_\_\_ (current Supervisor / Department Head).

I REQUEST \_\_\_\_\_ DO NOT REQUEST \_\_\_\_\_ the transfer be completed.

Signature: \_\_\_\_\_

When all signatures are completed return to:  
Library Administration Office