

[Your Full Name]

Current Department: [Current Department Name]

Current Program: [M.A./M.S./Ph.D.]

Student ID: [Student Number]

Email: [Email Address]

Date: [Current Date]

To: [Department Head or Admissions Committee Name]

Department of [Target Department Name]

[University Name]

Subject: Formal Request for Graduate Department Transfer

Dear [Name of Recipient or Committee],

I am writing to formally request a transfer from the [Current Department] to the [Target Department], effective [Semester/Year]. I am currently a [Year] year student in the [Current Program Name] program under the supervision of [Current Advisor Name, if applicable].

My decision to seek this transfer stems from a shift in my research interests toward [Specific Research Area]. Over the past [Time Period], I have determined that my academic goals align more closely with the faculty expertise and curriculum offered by your department, specifically regarding [Mention specific course, lab, or professor].

I have discussed this transition with my current advisor and have maintained a GPA of [Current GPA]. I have also completed the following coursework which I believe will transfer toward the requirements of the new program: [List relevant courses].

Thank you for considering my application for transfer. I look forward to the possibility of contributing to the academic community in the Department of [Target Department].

Sincerely,

[Your Printed Name]