

Samuel Merritt University
Office of the Registrar
450 30th Street, Suite 2802
Oakland, CA 94609
Phone: 510-869-1550 Fax: 510-869-6204

Request to Change Campus Site Petition

Student Name: _____ Date _____
Please Print Clearly

Student ID Number _____

Address, City, State, Zip: _____

Telephone Number: _____

STEP ONE: Discuss your desire to change campus with the manager of the current campus site and obtain that person's signature.

I am requesting to change from the _____ campus. My last day is _____.

Current Site Manager Signature: _____ Date _____

STEP TWO: Submit this form with the signature of the current campus site manager to the manager of the new campus site.

I wish to change to the _____ campus, effective the _____ Semester, 20____.

Student's request to change campus site is: Accepted Denied

New Site Manager Signature: _____ Date _____

STEP THREE: Obtain signatures from Student Accounts and Financial Aid

Student Accounts: _____ Date _____

Financial Aid: _____ Date _____

Student's Signature: _____ Date _____

All signatures must be obtained and submitted to the Office of the Registrar, before the change is official.