



# Request to Change Primary Campus Location

This form is intended for students who would like to transfer from one Western Seminary campus to another. It is not meant to be used for individuals who wish to transfer to Western Seminary from another educational institution. If an address change occurs, please note that students should update their contact information online in the Student Information System.

Full Name \_\_\_\_\_ Student ID \_\_\_\_\_  
First Middle Last

Degree Program \_\_\_\_\_

**Note:** *If your degree program will change as a result of your campus change, you must also submit a Request to Change Degree Program form (this would include counseling students transferring between California and Oregon). Additional forms, interviews, etc., may be required as well, depending upon your specific situation.*

Are you an international student? \_\_\_\_\_ Are you a veteran receiving tuition benefits? \_\_\_\_\_

Current Campus Location \_\_\_\_\_ Requested Campus Location \_\_\_\_\_

During which term do you request to change campuses? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please meet with the Program Director or Advisor at your new campus. (You may contact Student Services at the phone numbers listed below to find the name of your new Program Director or Advisor.) Please discuss any curricular changes that will take place as a result of the requested campus change. Note that not all classes may transfer between campuses. Your new Program Director/Advisor will be able to provide you with specific details regarding which of your classes will or will not be applicable at your requested campus.

Program Director/Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

If you are unable to meet in person with your new Program Director or Advisor, you may attach an email from him/her verifying approval of the change.

If you have received any transfer credit, advanced standing, or advanced substitutes, you should also contact the Registrar's Office at the Portland Campus to learn whether or not your transfer credit, advanced standing, or advanced substitutes will be transferable to the new campus location.

**PORTLAND CAMPUS**

Attn: Krista Cain  
5511 SE Hawthorne Blvd  
Portland, OR 97215-3367  
(877) 517-1800 or (503) 517-1800  
(503) 517-1801 fax

**SAN JOSE CAMPUS**

Attn: Carrie Priest  
469 El Camino Real, #205  
Santa Clara, CA 95050  
(877) 900-6889 or (408) 356-6889  
(408) 358-2907 fax

**SACRAMENTO CAMPUS**

Attn: Janet Gluck  
2924 Becerra Way  
Sacramento, CA 95821  
(800) 250-7030 or (916) 488-3720  
(916) 488-3735 fax

**OFFICE USE ONLY**

Approve \_\_\_ Disapprove \_\_\_ Advisor \_\_\_\_\_ Registrar \_\_\_\_\_ Date \_\_\_\_\_

Comments/Provisions \_\_\_\_\_

Student Services Signature \_\_\_\_\_ Date \_\_\_\_\_