

Transfer Out Checklist

There are five steps to complete in order to transfer from the University of Colorado:

To send Permission to Contact Letters (limit 30 from CU), you must:

- 1. Talk to your coach**
- 2. Have a zero balance on your university account**

To be fully released from the University:

- 3. Do an exit interview with your Sport Administrator**
- 4. Withdraw from your classes (if necessary)**
- 5. If living in Residence Halls, you must contact Housing to cancel your contract.
(This may result in a penalty)**

Details on each step are below. Please feel free to come to us with any questions along the way.

1. You must sit down with your coach and discuss your possible departure from the university. This should be the first thing that you do during the process.
2. Your university account must have a balance of zero. You can pay your balance by going to the Bursar's Office in Regent Hall or pay online with CU Connect.
3. An exit interview must be done with your respective sport administrator. Use the following information to schedule your interview. The interview may be done in person or over the phone.

Football

Lance Carl
Associate Athletic Director
lance.s.carl@colorado.edu
303-492-9011

Golf

Matt Biggers
Associate Athletic Director
matt.biggers@colorado.edu
303-492-4723

Lacrosse, Ski:

Kris Livingston
Associate AD/Student Success
kris.livingston@colorado.edu
303-492-8717

Basketball, W Golf, Soccer, Tennis, Volleyball, Track/CC:

Ceal Barry
Senior Associate AD Internal Operations/SWA
Email: ceal.barry@colorado.edu
303-492-4510

4. You may have to withdraw from your classes. If you are transferring at the end of a semester, make sure that you have not registered for the next semester or withdraw from those classes if necessary. This can be done at Regent Hall or online through CU Connect.

Important Reminders:

*You MUST be eligible to compete upon your departure in order for you to receive financial aid or compete at your next institution (GPA, Progress towards degree, pass 6 credit hours, etc.).

*Pac-12 Intraconference Transfer Rule: must sit a year and lose a year of eligibility (if recruited and received financial aid at CU)

*To request copies of your transcript, please visit <http://registrar.colorado.edu/students/transcripts.html>

The Office of Compliance Services must have all of the respective steps completed before a student can be released from CU.

Please contact Jo with any questions at 303-726-0288 or marchi@colorado.edu. Submit your list of institutions via hand delivery or email.