***Annexure 12/1***

**Transfer Application Form**

**Name of Staff:**

**SID number:**

**College/OVC:**

**Position Title: Position Level:**

**Gender: Date of joining the existing College/OVC:**

**Qualifications:**

**College/OVC to which transfer is requested:**

**Reason for Transfer:**

If the grounds for the request are to do with:

* Health, medical certificate should be provided
* Re-location of spouse, the office order for the spouse should be supplied together with the following information about spouse:
  + Name of Spouse:
  + Occupation:
  + New employing organisation and address:
  + Date of joining new post:

I request the transfer set out in this form

Staff (Signed) Date:…………………………………………

I agree to the transfer from my College/OVC

President/Director (Signed) Date:……………………………….

I agree to the transfer to my College/OVC

President/Director (Signed) Date:……………………………….

I support the proposed transfer: I approve the proposed transfer:

**Registrar (Signed) Vice Chancellor (Signed)**

**Date: Date:**