

DUE DATE: December 15, 2009

**FULL-TIME UNDERGRADUATE TRANSFER ENROLLMENT
FALL 2009**

Institution Name	SEDCODE:
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THE INFORMATION PROVIDED ON THIS FORM SHOULD CONTAIN DATA FOR ONLY THE INSTITUTION LISTED ABOVE. If multi-campus institutions have questions concerning which branches to include, please contact State Education Department staff at the numbers listed below.

- **Institutions are expected to submit forms electronically using the Microsoft Access forms available from the ORIS web site at <http://www.highered.nysed.gov/oris/>. Most forms are available both as paper forms and as electronic forms (Microsoft Access) with built in edits. Electronic forms must first be downloaded in order to enter data and then returned by e-mail to heds@mail.nysed.gov. Three forms are only available in paper format (Word, PDF): Current College Catalog (CATALOG), Audited Financial Statement (F.AUDIT) and Coordinator's Survey (NYSED-SUR1).**
- **Return completed paper forms by:**

Mail:	Or Fax:
NYS Education Department Office of Research and Information Systems Room 966 Education Building Annex Albany, NY 12234	518-474-1907
- **With the exception of the Bundy form (NYSED-2) do not make a duplicate paper submission of an electronic data submission. Independent institutions participating in the Bundy program must provide a paper copy printed from their electronic submission in order to affix the required notarized signature and seal.**
- **Retain a copy of the completed form in your files in case clarification is needed.**
- **If you anticipate a delay in returning this form, request an extension in writing by e-mail, fax or mail stating the reason for the delay and the anticipated submission date.**
- **If you have questions regarding completion of the form, please contact the Office of Research and Information Systems at:**

E-Mail: heds@mail.nysed.gov
Fax: (518) 474-1907
Phone: (518) 474-5091

IMPORTANT: FOR PAPER SUBMISSIONS PLEASE RETURN THIS COVER PAGE AND ALL PAGES EXCEPT INSTRUCTIONS EVEN IF THEY CONTAIN NO DATA.

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Institution Name:					
<u>Source of Transfer Students</u>		Line No.	Entering Level at Your Institution		Total (Sum of Columns 1 and 2) (3)
FROM INSTITUTIONS IN NEW YORK STATE			Lower Division (1)	Upper Division (2)	
Transfers from Four-Year or More New York State Institutions	Public				
	SUNY	1			
	CUNY	2			
	Total (Sum of lines 1 & 2)	3			
	Independent	4			
	Proprietary	5			
Total (Sum of lines 3, 4, & 5)	6				
Transfers from Two-Year New York State Institutions	Public				
	SUNY	7			
	CUNY	8			
	Total (Sum of lines 7 & 8)	9			
	Independent	10			
	Proprietary	11			
Total (Sum of lines 9, 10 & 11)	12				
New York State Institutions	Public				
	SUNY	13			
	CUNY	14			
	Total (Sum of lines 13 & 14)	15			
	Independent	16			
	Proprietary	17			
Total (Sum of lines 15, 16 & 17)	18				
TOTAL FULL-TIME UNDERGRADUATE TRANSFER STUDENTS FROM INSTITUTIONS IN NEW YORK STATE (Sum of Lines 6, 12 and 18)		19			

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Institution Name:						
<u>Source of Transfer Students</u>			Line No.	Entering Level at Your Institution		Total (Sum of Columns 1 and 2) (3)
FROM U.S. INSTITUTIONS <u>OUTSIDE</u> NEW YORK STATE				Lower Division (1)	Upper Division (2)	
Transfers from Four-Year or More Institutions Outside New York State	Public		20			
	Independent and Proprietary		21			
	Total (Sum of lines 20 and 21)		22			
Transfers from Two-Year Outside New York State Institutions	<u>With</u> Associate or Higher Degree	Public	23			
		Independent and Proprietary	24			
		Total (Sum of lines 23 + 24)	25			
New York State Institutions	<u>Without</u> a Degree	Public	26			
		Independent and Proprietary	27			
		Total (Sum of lines 26 + 27)	28			
TOTAL FULL-TIME UNDERGRADUATE TRANSFER STUDENTS FROM INSTITUTIONS OUTSIDE NEW YORK STATE (Sum of Lines 22, 25 and 28)			29			
Transfers from All Other Sources (including foreign)*			30			
TOTAL: ALL FULL-TIME UNDERGRADUATE TRANSFER STUDENTS (Sum of lines 19, 29, and 30)			31			

* Include in line 30 all other students who entered your institution with advanced standing credit from degree-granting institutions such as West Point, Annapolis, etc. or foreign institutions.