



Alpha Kappa Alpha Sorority, Incorporated®

Transfer Verification Form

According to the *Constitution and Bylaws*, Article IV, Section 43: *A soror must clear through the Alpha Kappa Alpha Corporate Office all financial obligations to her former chapter and the Boule before receiving her transfer...A soror's current financial obligations to her chapter begin as of the date of the transfer on a pro-rata basis...*

_____	_____	_____	_____	_____
First Name	Middle Initial	Last Name	Financial Number	
_____	_____	_____	_____	_____
Address	City	State	ZIP	Country

Signature of Soror (Required): _____

Transferring into which chapter: _____

Submit fees via certified check or money order to the Corporate Office when transferring into General Membership. - NO PERSONAL CHECKS

Transferring Chapter MUST Complete the Following (Only Complete Applicable Portions):

Select One:

Provide a copy of this form to the member, Corporate Office, and retain a copy for chapter files.

Soror _____ **HAS** fulfilled all financial obligations to the chapter.

Soror _____ **HAS NOT** fulfilled financial obligations to the chapter.

- Amount owed \$ _____ to our chapter for _____.

Soror _____ is suspended until _____.

Undergraduate Chapters **MUST** have signatures from the Graduate Advisor **AND** one chapter officer (either Basileus or Tamiouchos)

Graduate Chapters **MUST** have signatures from the Basileus **AND** Tamiouchos

Forms without the necessary officer signatures are not accepted.

Chapter Name				
_____	_____	_____	_____	_____
Address	City	State	ZIP	Country
_____	_____		_____	
Basileus Signature	Graduate Advisor Signature (Undergraduate Chapters ONLY)		Date	
_____	_____		_____	
Tamiouchos Signature	Date			

■ **Transferring into a chapter :**

- Member must submit a copy of this form and appropriate fees for the current year to her new chapter of affiliation, and the new chapter will then submit this information to the Corporate Office.

Note: If member is active for the current year, chapter will list the soror's name on a *Transfer Report*, attach her transfer form and send to the Corporate Office.

■ **Transferring from General Membership into a chapter :**

- Member must submit a written request to the Executive Director and provide the name of the chapter with which she wishes to affiliate her membership. Once the request is processed, the member will receive a *Transfer Verification Form* with the Executive Director's signature.
 - Member will submit transfer form, a copy of her request to the Executive Director and appropriate fees to the new chapter.

DO NOT WRITE IN THIS SECTION – CORPORATE OFFICE USE ONLY

Processor initials: _____ Date: _____