



# 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

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### Transferring chapter must complete the following: (only complete applicable portions)

\*\*\*Provide a copy of this form to the member, Corporate Office and retain one 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 \_\_\_\_\_.
- Soror \_\_\_\_\_ is/was recommended for expulsion at the \_\_\_\_\_ Boule.  
Year

\*\*\*The Basileus or Tamiouchos must sign this form for validity. Forms without the necessary officer's signature are not accepted.\*\*\*

\_\_\_\_\_  
Chapter name

\_\_\_\_\_  
Address                      City                      State                      ZIP                      Country

\_\_\_\_\_  
Basileus OR Tamiouchos signature      Graduate Advisor signature      Date  
(Undergraduate chapters ONLY)

- 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: \_\_\_\_\_