



Transfer Request & Acceptance

Process for transfer (consult Sections XII and XIII of Oklahoma OCDS Provincial Statutes):

1. Applicant completes Section 1 and submits this form to president of receiving community.
2. President of receiving community fills in contact information in Section 3, then sends copy of this form to president of community of origin.
3. President of community of origin confirms information provided by candidate and completes Sections 2 and 4, then returns form to president of receiving community.
4. Upon completion of six-month waiting period, council of receiving community votes upon acceptance of candidate as full member of community. Section 5 is completed at that time.
5. Copies of this completed form are sent to community of origin as well as central office of province(s). Original form remains in files of receiving community.

-----**Section 1**-----

To be completed by applicant and given to president of receiving community.

Name _____

Address _____

City _____ State _____ Zip _____

Home phone _____ Work phone _____

E-mail address _____

I wish to transfer to the OCDS community of _____

for the following reasons: _____.

At present I am a member of the OCDS community located in _____.

Contact information for community of origin:

President: _____ Formation Director: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Phone: _____ Phone: _____

E-mail: _____ E-mail: _____

My current status is

_____ in formation; I received the scapular on _____ (Date): _____
_____ in temporary Promises; I made my First Promise on _____ (Date): _____
_____ in final Promises; I made my Definitive Promise on _____ (Date): _____
_____ in vows; I made my vows on _____ (Date): _____

(Signature of applicant) (Application date)

Received by _____
(President of receiving community) (Date)

-----**Section 2**-----

To be completed by OCDS community of origin.

1. Please verify information given in Section 1 and indicate any needed corrections.
2. Please provide:
 - a. a copy of the syllabus of your community's formation program if the applicant is still in formation. Please indicate what formation has been completed to date.
 - b. applicant's record of attendance for the past two years.
3. Please sign the provisional release in Section 4 of this form and return these materials in a timely manner to president of receiving community (see Section 3).

-----**Section 3**-----

To be completed by receiving OCDS community.

Name of president of receiving community: _____

Address: _____

City, State, Zip: _____ Phone: _____

E-mail: _____

-----**Section 4**-----

To be completed by OCDS community of origin.

Upon acceptance into the receiving community, the council of the _____
Community hereby releases _____

By: _____
(President of community of origin) (Date)

-----**Section 5**-----

To be completed by receiving OCDS community.

Upon completion of a period of discernment made by both applicant and council, the council hereby admits/is unable to admit at this time _____ as a member of this community.

By: _____
(President of receiving community) (Date)