



Request for Transfer to a Different Department/Track

Please submit the signed form, with the below listed documents, to The Graduate School Admissions office

General information:

1. We recommend inquiring acceptance prospects at the requested department prior to submission.
2. Please note that tuition calculation will start anew with the transfer.
3. If a scholarship was awarded, it will be counted.
4. Request may be submitted during the semester. Transfer is done at the beginning of semester at the latest!

Please attach the following documents:

- This form, signed by the present academic unit. **The request will not be processed without it.**
- Fill out an application using the [Graduate School website](#).
- Scholarship form, if desired.
- Publication, letters, recommendations (optional)

Personal information

Last name: _____ First name: _____

Student I.D. #: _____

Request details

Present Academic Unit: _____

Academic unit you wish to transfer to: _____

Starting semester: _____

Date: **Click or tap to enter a date.**

Signature: **Click or tap here to enter text.**

To: Admission office, Graduate school

From: Chair/coordinator of the graduate program _____

RE: Academic Unit Transfer

We agree that the student _____ will leave the present academic unit
and will submit an application at the academic unit

Date:

Signature: _____