

## STUDY OPTION OR DEGREE PROGRAM TRANSFERS

Last Name:  
Student ID:  
Department:

First Name:  
Degree Program:

I hereby apply for a transfer within the program in which I am currently registered. I understand that a transfer may have financial implications regarding funding with a change to my cohort. A new Advisory Committee form and Graduate Degree program form will be required. Transfers outside of the current program will need to follow the regular "Application for Admission" policies and processes. Please select either the Degree Program or Study Option transfer below.

***The \$35 transfer fee will be charged to your student account after the form has been submitted to the Office of Graduate & Postdoctoral Studies.***

### Degree Program Transfer

### Study Option Transfer

Current (e.g. MSC.PHYS:L):

Current (e.g. MSC.PHYS:L):

Requested (e.g. PHD.PHYS):

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Available transfers authorized by the Board of Graduate Studies. All of the required supplementary documentation must be attached to this form. The Board of Graduate Studies will consider this request only when all completed documentation has been received and the transfer fee has been paid. Please refer to the Graduate Calendar for requirements and regulations.

- Masters to Doctoral (within program or collaborative designation change, if applicable)
- Doctoral to Masters or Graduate Diploma (within program or collaborative designation change, if applicable)
- DVSc to PhD or PhD to DVSc (within program or collaborative designation change, if applicable)
- Graduate Diploma to DVSc or MSc (within program or collaborative designation change, if applicable)
- Masters to Masters or Graduate Diploma (within program or collaborative designation change, if applicable)

Students looking to transfer to a different program, regardless of degree type, are required to follow the regular "Application for Admission" policies and processes.

**Student Signature:**

**Date:**

### **DEPARTMENT DECISION/RECOMMENDATION**

The Graduate Admissions Committee of the Program (and collaborative program, if applicable) has reviewed this application for admission; decision and recommendations are listed below:

**TRANSFER** This transfer is approved:

1. **Effective Date:**

*Note: Requests for transfer which are approved prior to MTCU reporting date will be effective in the current semester. Requests for transfer which are approved after the reporting date will be effective in the next semester of registration. MTCU reporting dates are as follows: Jan 31 (Winter), June 30 (Summer), October 31 (Fall).*

2. **Category:**                      Regular                      Provisional (requirements to satisfy provisional requirements attached)

3. **Credit granted for work previously completed:**                      Full                      Partial (attach list of credited courses)

4. All transfers require a funding form.

Comments/Restrictions associated with this Transfer Approval:

**REJECT** This transfer is NOT approved:

Reason: Does not meet program admission standards

Reason: No space/advisor/funding available (indicate one or more)

No Space

No Advisor

No Funding

Reason: Other

Graduate Coordinator Signature:

Date:

Graduate Coordinator Signature (Collaborative Program):

Date:

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**OFFICE OF GRADUATE STUDIES:**

Transfer Approved:

Yes

No

Processed By:

Date: