

# RUTGERS

School of Graduate Studies

Office of the Dean · The School of Graduate Studies  
25 Bishop Place · New Brunswick · New Jersey 08901-117: "  
**TRANSFER FROM ONE GRADUATE PROGRAM TO ANOTHER**

**(AFTER COMPLETING A DEGREE)**

- For currently registered students who *DO* intend to complete degree in current program.
- Fill out the form (Step 1)
- Complete and submit this form to your prospective Program Director (Step 2)
- International students must seek the endorsement of Rutgers Global (Step 3)
- Upon approval, submit completed form for processing to [sgsadmin@grad.rutgers.edu](mailto:sgsadmin@grad.rutgers.edu) (Step 4)

**STEP 1: TO BE COMPLETED BY THE STUDENT:**

Name \_\_\_\_\_ RUID# \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Citizenship: U.S. \_\_\_\_\_ U.S. Perm. Res. \_\_\_\_\_ Foreign \_\_\_\_\_

Date of enrollment in the School of Graduate Studies \_\_\_\_\_

Current Program \_\_\_\_\_

Date of completion \_\_\_\_\_ Degree Status \_\_\_\_\_

Desired Program and degree status \_\_\_\_\_

Term effective:                      Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year \_\_\_\_\_

Please explain why you are requesting admission to this program:

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**STEP 2: TO BE COMPLETED BY PROSPECTIVE DIRECTOR:**

This application and file are being forwarded to you for consideration of a prospective applicant. Please review these materials and return *only* the application to the Graduate Dean's Office, 25 Bishop Place, CAC. Copies of this application will be sent to both sending and receiving programs upon final action.

The candidate IS \_\_\_\_\_ IS NOT \_\_\_\_\_ acceptable to the graduate program in \_\_\_\_\_ as a prospective candidate for the \_\_\_\_\_ degree. The reason for *acceptance* or *non-acceptance* is as follows:

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\_\_\_\_\_  
Prospective Director

\_\_\_\_\_  
Date

**STEP 3: TO BE COMPLETED BY RUTGERS GLOBAL:**

**International Students** must provide financial documentation to submit for review to the Rutgers Global. The endorsement must be obtained *after* submitting to prospective program director.

\_\_\_\_\_  
Signature (Rutgers Global Advisor)

\_\_\_\_\_  
Date

**STEP 4: SCHOOL OF GRADUATE STUDIES REVIEW:**

**AFTER completing steps 1-3 send form for processing to: [sgsadmin@grad.rutgers.edu](mailto:sgsadmin@grad.rutgers.edu)**