RUTGERS
School of Graduate Studies

Office of the Dean · The School of Graduate Studies
25 Bishop Place · New Brunswick · New Jersey 08901-1178
TRANSFER FROM ONE GRADUATE PROGRAM TO ANOTHER

(BEFORE COMPLETING A DEGREE)

This form is for currently registered students who *DO NOT* intend to complete a degree in their current graduate program. Please follow the instructions bulleted below:

- Complete Step 1 of this form.
- Submit for signature and approval from *current* graduate director (Step 2).
- Submit for approval and signature from *prospective* graduate director (Step 3)
- International students must seek approval and signature from Rutgers Global (Step 4)
- Send completed form for processing to sgsadmin@grad.rutgers.edu (Step 5)

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 School of Graduate Studies_____

Current Program and degree status_____

Desired Program and degree status_____

Term effective: Fall_____ Spring_____ Summer_____ Year_____

Please explain why you are applying for this program change:

_____

_____

_____

_____

_____

_____

STEP 2: TO BE COMPLETED BY CURRENT GRADUATE DIRECTOR:

I have reviewed this request for transfer. I *recommend* _____ *do not recommend* _____ the transfer for the reasons indicated below.

_____

_____

_____   _____

Current Director   Date

STEP 3: TO BE COMPLETED BY PROSPECTIVE GRADUATE DIRECTOR:

The candidate *is*_____ *is not*_____ acceptable to the graduate program in

_____ as a prospective candidate for the _____ degree.

The reasons for *acceptance* or *non-acceptance* are indicated below.

_____

_____

_____   _____

Prospective Director   Date

STEP 4: TO BE COMPLETED BY RUTGERS GLOBAL SERVICES:

International Students must provide financial documentation to submit for review Rutgers Global Services, 180 College Avenue, CAC. The endorsement must be obtained *after* submitting to program directors.

_____   _____

Signature   (Rutgers Global Student Advisor)   Date

STEP 5: SCHOOL OF GRADUATE STUDIES REVIEW:

AFTER completing steps 1-3 send form for processing to: sgsadmin@grad.rutgers.edu