



ADDITION OF SECOND DEGREE PROGRAM

- Step 1: Complete this form.
- Step 2: Submit form to Program Director for signature first.
- Step 3: **Prospective** Program Director must also approve and sign.
- Step 4: International students also need approval from Rutgers Global.
- Step 5: Upon approval from all parties this form must be emailed to **sgsadmin@grad.rutgers.edu**
- This form is only accepted via email, please email sgsadmin@grad.rutgers.edu for assistance.

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 and degree status _____

Desired Second Program and degree status _____

Desired term effective: Fall _____ Spring _____ Summer _____ **Year** _____
(Check off a **semester** and write in the **year**)

Please explain why you are applying for this program change:

STEP 2 : TO BE COMPLETED BY CURRENT PROGRAM DIRECTOR:

I have reviewed this request. I *recommend* _____ *do not recommend* _____ the addition of a second degree program for the reasons indicated below.

Current Director

Date

STEP 3: TO BE COMPLETED BY PROSPECTIVE PROGRAM 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 THE CENTER FOR GLOBAL SERVICES:

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

Signature (International Student Advisor)

Date

STEP 5: SCHOOL OF GRADUATE STUDIES REVIEW:

Send completed form for review and processing to: sgsadmin@grad.rutgers.edu