



**APPLICATION FOR TRANSFER OF DEPARTMENT**

*College of Arts & Sciences, Graduate Office*

**Instructions:** Complete this form in duplicate and submit it to the new department along with a photocopy of your previous semester's grades (if the grades do not appear on your transcript). Ask the Registrar to send a copy of your IU transcript to your new department. Ask your present department to send your transcripts from other schools and your GRE scores to the new department.

**University ID Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Current Department**

Department Name	
Current Degree Objective (MS, MA, PhD) and field	
Are you planning on completing your degree in this department?	
If you are completing your current degree, when will it be complete?	

**New Department**

Department Name	
Desired Field within the Department	
Degree Objective (MS, MA, PhD)	
What semester/year do you plan on starting in the new department?	

**Educational Background:** List all colleges and/or universities attended as an undergraduate or graduate student.

Institution	Dates Attended	Major Subject	Degree and Year Conferred

**Foreign Language Proficiencies**

	Language	Indicate proficiency as: native, good, fair or poor
Understand		
Speak		
Read		
Write		

**Academic Achievements**

Academic honors and honorary organizations.	
Positions (assistantships, fellowships, instructorships, etc.) you have held.	
Publications, if any. Additional list may be attached.	

**References**

Please provide information for the Indiana University faculty members writing letters on your behalf. Two references are required.

Name	Title	Department

Briefly outline your reasons for changing departments:

**Department: Please complete the following.**

The above named student satisfies the following departmental criteria:

- Satisfactory GPA
- Letters of Recommendation
- GRE Scores
- Academic performance in old department
- Other: \_\_\_\_\_

The department recommends:

Comments on Admission Recommendation:



Recommended by:		
	Signature of Director of Graduate Studies or Chair of New Department	Date
Approved by:		
	Dean, College of Arts & Sciences, Graduate Division	Date

**Copies:**      ( ) New Department      ( ) Former Department