



NORTHWESTERN UNIVERSITY

OFFICE OF THE REGISTRAR

APPLICATION FOR UNDERGRADUATE INTER-SCHOOL TRANSFER

NOTE: For Procedure and Policies, see the back of this form

DATE _____ STUDENT ID (EMPLID) _____

NAME _____
LAST FIRST MIDDLE

PRESENT ADDRESS _____
DORM # STREET
CITY STATE ZIP

PHONE _____ TO _____
(PROPOSED SCHOOL at N.U)

FROM _____ MAJOR _____
(PRESENT SCHOOL at N.U) (PROPOSED FIELD)

Are you a new student this quarter? Yes No

Circle quarter you wish to transfer: FALL WINTER SPRING SUMMER 20__

When did you enter Northwestern _____? Did you enter as a freshman _____ or transfer _____?
(month/year)

Please state your reasons for making this application (attach additional sheet if necessary)

I understand that my education record at Northwestern University, including any materials related to academic integrity, will be shared among the schools specified on this form.

Signature _____

Table with 2 columns: (1) Signature of representative of student's present school, (2) Signature of representative of student's proposed school. Includes sub-headers Approved and Denied, and fields for Signature and Date.

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PROCEDURE

1. Please adhere to the dates for inter-school transfer as stated in the calendar of the quarterly class schedule.
2. Complete this application and attach a copy of your unofficial transcript printed from CAESAR.
3. Secure the signature from the staff of the Dean of the school in which you are currently enrolled.
4. Arrange an interview with the appropriate staff member or advisor of the proposed school (see below) and leave the IST application and unofficial transcript with the staff member or advisor.
 - Education: Please follow the instructions for current Northwestern students on the SESP web site:
<http://www.sesp.northwestern.edu/ugrad/info/admissions/>
 - Journalism: Michele Bitoun, Assistant Dean Undergraduate Studies
 - WCAS: Office of Undergraduate Studies and Advising
 - Music: Office of Student Affairs
 - Communication: Office of Undergraduate Programs
 - Engineering: Academic Services Office, Tech L269
5. You will be notified of the decision on this application. If approved, the transfer becomes effective at the beginning of your next registration.

POLICIES

1. The IST procedure is not final until the end-of-quarter grades from the current quarter and any findings of academic dishonesty have been reviewed.
2. If you are on academic probation at the end of the current quarter, this probation may continue in your new school.

For additional information and requirements for each school/College regarding Interschool Transfer, please contact the school/College into which you wish to transfer.