GRADUATE ENROLLMENT INTERNAL ADMISSION APPLICATION

Campus mail to: Enrollment Management Processing Center
716 E. Washington St., Suite 200, Syracuse, NY 13210-1572

This section to be completed by the Student- ALL fields required

1.) _____
   NAME: Last (surname), first (given)

2.) **SUID Number**: _____

3.) **Email**: _____

4.) **Choose one:**

   □ I am <u>currently</u> pursuing a graduate degree program and wish to pursue more than one degree at the same time (concurrent).

   □ I am presently completing one degree program & wish to begin pursuing another (consecutive).

   □ I have completed (within the last 12 months) one degree program & wish to begin pursuing another (consecutive).

5.) **My current degree program is:**
   a) Program name:

   _____

   b) Current degree level (check one)
      □ MA □ MS □ PhD □ CAS □ Other _____

6.) **Program I am applying to now:**
   a) Program name:

   _____

   b) Current degree level (check one)

      □ MA □ MS □ PhD □ CAS □ Other _____

7.) **Student's Signature and Date:**

   _____

This section to be completed by the Departments- ALL fields required

1) **Matriculation Term of the <u>new</u> program:** _____

2) **Current Program code:** _____

   □ Main □ ONLUC □ ONL2U □ UC

   □ Part time □ Full time

3) **New Program code:** _____

   □ Main □ ONLUC □ ONL2U □ UC

   □ Part time □ Full time

   Authorized Signatures (must be on file with EMC)

   Current Department:

   Printed Name:

   _____Date _____

   Signature:

   _____

   New Department:

   Printed Name:

   _____Date_____

   Signature:

   _____

This section to be completed by EMC: **Entered date** _____ **Entered by** _____ **Matric Eff. Date** _____

Appl # _____ **Term** _____ □ **Student Records checked** □ **Term checked**

Program _____ **Plan** _____ □ **Valid program verified** □ **Signatures verified** □ **Communication row added**

Rev 10/16 □ **IACC** □ **IACS** □ **IAEF** □ **IALW** □ **ILAW** □ **Part-time** □ **Campus:** _____

Instructions:

- This Form is to be used **only** if a degree program or certificate program is being ***added***.

- If you are ***changing*** your program, please complete a ***PROGRAM/PLAN TRANSFER FORM*** **(found in MySlice)** and submit it to the ***REGISTRAR'S OFFICE***.

If you have not completed a graduate program within the last 12 months, or are not currently pursuing a graduate degree, you will need to submit a regular graduate application form by visiting the CollegeNet website.

Portion to be completed by the Student:

1.) Print your full name. (last, first name)

2.) Print the Syracuse University ID number assigned to you.

3.) Print your current email address.

4.) Check concurrent box if you are planning on pursuing the new program at the same time as your current one.

Check consecutive if you are planning on pursuing a new program after you have completed your current one.

5.) a) List the title of your current program. b) Check the degree level of your current program.

6.) a) List the title of the program you are adding. b) Check the degree level of the new program you are adding.

7.) Sign the form and enter the date you completed the form. Signature must be in ink.

Portion to be completed by the Departments:

1) Matriculation term. Backdating of CAS programs is not allowed. ***Only current or future terms are allowed for CAS programs.***

2) Current program code. Please indicate the campus (ex. ONLUC) and if full or part-time.

3) New program code. Please indicate the campus and if full or part-time.

Authorized signatures: Required by both the student's current and new departments to ensure both departments are aware of and approve the internal admission request. Signatures of individuals authorized to make admission decisions must be on file with the EMC. These signatures indicate acknowledgement that this student is currently enrolled in the degree program(s) listed on the internal admission request form and that this student is approved to enter into the new degree program. **If the student is currently matriculated in a dual degree program, both departments must sign.** *This includes programs at ESF or the College of Law.*

Please note: failure to complete all required portions of the application will result in a delay in processing as the form will be returned for completion.

You may send this form to EMC via fax, regular mail or email. If faxed or emailed, the original form does not need to be sent to EMC.   *Revised: 10/16*