

**Application for Program Transfer
SPS Graduate Programs**

Northwestern
SCHOOL OF
PROFESSIONAL STUDIES

339 East Chicago Avenue
Chicago, IL 60611-3008
spsadmissions@northwestern.edu
Fax: 312-503-4942

This form is required for all students transferring from any master's degree program to another.

- If you are requesting a change of status within the same program (on-campus to online or one specialization to another in the same subject area), please submit this completed program transfer form, your SPS transcript, and a brief statement about why you are requesting the transfer to your graduate adviser.
- If you are requesting a transfer to a new subject area, please submit this completed program transfer form, attach you SPS transcript, a new statement of purpose, and updated resume, and updated letters of recommendation to the graduate admissions office. Your graduate adviser can be of assistance. Please note that some programs require relevant writing samples. For more information, please review the admissions requirements for your desired program on the SPS website or contact graduate admissions at 312-503-0875.

Please be aware that the deadline for submitting program transfer requests is two months before the beginning of the quarter. Please check the SPS website for current admissions deadlines.

Student Name: _____ Student ID: _____

Address: _____ City: _____

State: _____ Zip Code: _____

Email address: _____ Phone: _____

Transfer from: _____ Transfer to: _____

Transfer effective (quarter and year): _____

-- For internal use only --

Type of transfer: Change of Status Transfer New Program Transfer Specialization

Courses transferred to new program:

1: _____ 5: _____

2: _____ 6: _____

3: _____ 7: _____

4: _____ 8: _____

Additional Comments:

Approve Deny

(Note: Members of Admissions Committee must approve new program transfers, including from MCW to MFA)

Approval: _____ Date: _____

Admission letter sent

Program changed and courses transferred in SES