



## Inter-Departmental Transfer Form

### Ph.D. Students

Students may, with the approval of both departments or degree programs, request a transfer from one Ph.D. program to another within the Graduate School. This request should not be sent to the Graduate School before the student has consulted with the Directors of Graduate Studies of both departments or programs. Before this transfer can be approved, the student and the new department or program must confirm how the student will be funded through his/her fifth year (Y5) of study. Transfers do not extend the maximum eight years of enrollment.

Requests for transfers should occur before the student takes the preliminary examination in his or her current program. Students are generally not eligible for transfers to new departments or programs after the preliminary exam. If the student has already taken a preliminary examination, and the transfer request is approved as an exception, s/he must take another preliminary examination in the new degree program.

Name of Student: \_\_\_\_\_

Student ID: \_\_\_\_\_

Current Department: \_\_\_\_\_

New Department: \_\_\_\_\_

Expected Graduation Term: \_\_\_\_\_

Preliminary Examination in Current Department (check one):    YES                    NO

- If "Yes" date of preliminary examination: \_\_\_\_\_

**To complete the application, please attach the following:**

- A one-page justification written by the student explaining the reasons for this transfer request.
- A letter from the DGS of the new department guaranteeing funding through Y5, with a description of the fund source and mechanisms to be used.

Student Signature

Director of Graduate Studies  
Current Department Signature

Director of Graduate Studies  
New Department Signature

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Associate Dean of Academic Affairs Signature

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