



## Cornell University Graduate School

143 Caldwell Hall  
Ithaca, NY 14853-2602

# APPLICATION FOR STUDENT PROGRAM CHANGE Form R1

## BEFORE YOU BEGIN

### Program Change Process

---

Students may use this form to request enrollment in a different degree track offered by their current graduate field, or to seek a transfer to a different graduate field. In most cases, the field will conduct a review of your original application materials, letters of recommendations, and academic record prior to making a decision. If you are approved for a program change, the graduate field will provide you with an updated offer of admission letter. Any special terms or conditions, such as advanced academic standing based on time spent in your current program, will be described in your offer letter.

### Information for International Students

---

In order to maintain your legal immigration status and remain legally in the United States, you must be a full-time registered student at all times. If you have questions regarding this requirement, please contact the International Students and Scholars Office (ISSO) in B50 Caldwell Hall. Contact information can be found at [www.isso.cornell.edu](http://www.isso.cornell.edu).

If you require an F1 or J1 visa, it will be necessary for you to demonstrate that you have sufficient financial resources for your studies. Also, if you will be accompanied by dependents, you must provide evidence of sufficient financial resources to support them, as well as the full legal name, birth date, country of birth, and relationship of each person accompanying you.



# Cornell University Graduate School

143 Caldwell Hall  
Ithaca, NY 14853-2602

Date \_\_\_\_\_

## APPLICATION FOR STUDENT PROGRAM CHANGE

## Form R1

### INSTRUCTIONS

- This form is for currently enrolled students who wish to change to a different field or degree program and will NOT be completing a degree in their current program.
- Students who will complete their original degree program and wish to continue in a second program must submit a new application for admission.
- The Graduate School will send this application and a copy of your permanent file to the field. You can submit, or may be required by the graduate field to submit, additional information to supplement the documents in your permanent file. Questions can be e-mailed to grad\_registrar@cornell.edu.
- Only one application may be submitted at a time; multiple applications will not be processed. Submit the completed form to gradstudserv@cornell.edu. All entries, excluding signatures, should be printed or typed.
- If you have questions, please contact the Graduate Student Services Office at (607) 255-5820 or gradstudserv@cornell.edu.

### BIOGRAPHICAL INFORMATION

_____	_____	_____
Cornell ID number	NetID	E-mail address
_____	_____	_____
Last name	First name	Middle initial
_____	_____	_____
Academic program (Field)	Degree program	

### FIELD/DEGREE INFORMATION

#### Current or former status:

_____	_____	_____	_____
Term/year last registered	Academic program (Field)	Degree program	Conferral date (if CU degree)

#### Requested status:

**Do you anticipate receiving a degree in your current field?**

_____	_____	_____	Yes	No
Effective term/year	Academic program (Field)	Degree program		

### FOREIGN STUDENTS/PERMANENT RESIDENTS ONLY

_____	Yes	No
If not a U.S. citizen, are you a permanent resident?		

_____	_____
If yes, what is your alien registration number?	

_____	_____
If no, what type of visa do you or will you hold?	

_____	Yes	No
Will you be accompanied by dependents?		

### FINANCIAL SUPPORT

_____	Yes	No
Do you want to be considered for merit-based financial support?		

List any sources of non-Cornell financial support you have received or expect to receive for the coming academic year:

### STATEMENT OF PURPOSE AND SIGNATURE

On a separate sheet, briefly describe your plan for completing your degree. If you are seeking admission to a different field or degree program, state your purpose in undertaking the new program and how it relates to your professional goals. Provide a brief history of any employment since leaving Cornell. If you have attended other universities since leaving Cornell, please list the institutions in your statement of purpose and include transcripts with this application. Additional materials may be required; please check with your proposed graduate field.

*By signing below, I certify that the information contained in this application, the statement of purpose, and in any supporting documents is complete and accurate, and I understand that submission of inaccurate information may be sufficient cause for denial of admission or termination of enrollment.*

_____	_____
Student signature	Date

<b>Graduate School use only:</b>	Service Indicators	Student Advisor	Term History	Student Program/Plan
----------------------------------	--------------------	-----------------	--------------	----------------------