

GRADUATE ENROLLMENT INTERNAL ADMISSION APPLICATION

Campus mail to: Enrollment Management Center, 621 Skytop Rd, Suite 160

Note: If you have not completed a graduate program within the last 12 months or are not currently pursuing a graduate degree, you cannot use this form. Instead, you must submit a graduate application form by visiting <http://apply.embark.com>

Revised 08/09

TO BE COMPLETED BY STUDENT:

1.) NAME _____
last name, first name

2.) ADDRESS: _____

3.) SUID NUMBER _____ E-mail _____

4.) CITIZENSHIP: US Citizen/Permanent Resident Non-resident
(required)

5.) I wish to pursue more than one degree at the same time (concurrent).
 I am presently completing one degree program & wish to begin pursuing another degree (consecutive).

6.) My current degree program is:

a.) Program code & title _____

b.) Current degree level (check one) Master's Ph.D Certificate of Advanced Study

7.) Program I am applying to now is:

a.) Program code & title _____

b.) Expected degree level (check one) Master's Ph.D. Certificate of Advanced Study

8.) Student signature _____ Date _____

TO BE COMPLETED BY DEPARTMENTS

9.) Authorized signatures below (*only signatures, which are on file with EMC*) indicate acknowledgement that this student is currently enrolled in the degree program(s) listed above and that this student is approved to enter into the degree program(s) as per above.

Current department:

Printed Name: _____ Department/Title _____ Date _____

Signature: _____

New department:

Printed Name: _____ Department/Title _____ Date _____

Signature: _____

10.) Term the student should be matriculated/enrolled in new program _____

To be completed by the EMC:

Entered date _____

Entered by _____

Matric Effective Date _____

Appl # _____ Term _____

Student Records checked

Term checked

Communication-in marker with appl. #

Program _____ Plan _____

Valid program verified

Signatures verified

Form sent to Student Records

Instructions for completing the INTERNAL ADMISSION APPLICATION

- 1.) Print your full last name, first name and current e-mail address
- 2.) Print your current mailing address
- 3.) Print the Syracuse University ID number assigned to you by the University
- 4.) Check the appropriate box indicating your citizenship status.

U.S. citizen
Permanent resident in U.S. (have a "Green Card")
Non-U.S. citizen

- 5.) Check appropriate box according to the status of your enrollment for completing a second degree.

- I wish to pursue more than one degree at the same time (concurrent).

If this box is checked, you should be currently enrolled in classes pursuing a current graduate degree. By checking the box for this scenario, you are in affect, adding to your student record a second degree that you are pursuing at the same time as your current degree.

- I am presently completing one degree program and wish to pursue another.

If this box is checked, it indicates you have completed or are currently completing requirements to earn a graduate degree. By checking the box for this scenario, you are now intending to pursue a new graduate degree after having completed the original graduate degree requirements.

- 6a.) Record the name of the current degree program you are enrolled in.

- 6b.) Check the box appropriate to the degree level you are currently pursuing

Master's Ph.D. Certificate of Advanced Study

- 7a.) Record the name of the degree program you are adding at this time

- 7b.) Check the box appropriate to the degree level you are adding at this time

Master's Ph.D. Certificate of Advanced Study

- 8.) Signature of student required

9.) Authorized signatures are required by both the student's current department and new department to ensure both departments are aware of and approve the internal admission request. Signatures of individuals authorized to make admission decisions for the department should on file with the Admissions Processing Center. The 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 degree program(s). Typically the authorized signature individual is a graduate advisor or chair of the department.

10.) Term the student should be matriculated in new program(s) is the effective term that student's new program should begin. This term is the authorized term the approving department has approved for the internal admission and is typically the earliest term the student began taking courses which will be applied towards the second degree.