

# APPLICATION FOR UNDERGRADUATE CHANGE OF COLLEGE

Use this application to request a change from your current University of Minnesota college or campus to a different undergraduate college or campus at the University. Refer to the instruction sheet on the third page of this pdf document.

**NOTE: If you wish to withdraw this application, you *must* notify the Registrar's office on the campus to which you have applied. If you do not, you will not be able to continue in your current college.**

Complete this form in Adobe Reader software, not a Web browser, to ensure the privacy of your information. Place the cursor in a field and type. Print a copy to add the required signature(s) in blue or black ink.

<b>for office use only:</b>				
<input type="checkbox"/> IUT	<input type="checkbox"/> ICT	application # _____	initial _____	date _____

1. name:		birthdate (mm/dd/yy)		ID number (or SSN)	
last	first	middle			
current mailing address (include apartment number)			city	state	zip+4
					phone number ( )
permanent mailing address (if different from above)			city	state	zip+4
					phone number ( )
e-mail address				fax number	
state of legal residency				how long have you lived in that state?	
Are you an international student?					
<input type="checkbox"/> yes <input type="checkbox"/> no   If yes, what is your visa type? <input type="checkbox"/> F-1 <input type="checkbox"/> F-2 <input type="checkbox"/> J-1 <input type="checkbox"/> other: _____					

2. Transfer from (U of M college and campus):		Current major	term and year you last attended this college
			<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer   year _____
3. Transfer to (U of M college and campus):		4. major(s) desired	5. term and year you want to begin (check one only)
			<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer   year _____
6. List any minor(s), second major(s), or second degree programs you wish to continue. <b>ANY CURRENT PROGRAMS THAT YOU DO NOT LIST HERE WILL BE DROPPED.</b>			

7. Have you attended any post-secondary institutions other than the University of Minnesota (any campus)? <input type="checkbox"/> yes <input type="checkbox"/> no		
If yes, list the institution's name, location, and dates attended below. You may need to provide official transcripts (see instructions).		
INSTITUTION	LOCATION	DATES ATTENDED
1.		
2.		

8. List classes you have in progress. **Exclude University of Minnesota classes.** When completed, forward official transcripts to the University of Minnesota.

TERM/YR	DEPT	COURSE NUMBER	COURSE TITLE	CREDITS	TERM/YR	DEPT	COURSE NUMBER	COURSE TITLE	CREDITS

student signature	date
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**for office use only**

plan code		sub plan code			
college code:	dates of attendance:	attempted credits:	completed credits:	gpa:	degree received:
_____	____/____/____ to ____/____/____	_____	_____	_____	_____

decision	conditions	by	date
<input type="checkbox"/> accepted <input type="checkbox"/> not accepted			

<b>appl received:</b> date: _____ initials: _____	<b>appl referred:</b> date: _____ initials: _____	<b>appl decision:</b> date: _____ initials: _____	<b>appl matric:</b> date: _____ initials: _____	<b>notes:</b>
<b>term activation:</b> date: _____ initials: _____	<b>discontinue:</b> date: _____ initials: _____	<b>letter sent:</b> date: _____ initials: _____		

Please mail applications and transcripts from institutions other than the University of Minnesota to the campus you are applying to:

**Office of the Registrar**  
**One Stop Student Services Center**  
University of Minnesota Twin Cities  
130 Coffey Hall  
1420 Eckles Avenue  
St. Paul, MN 55108-6054  
E-mail: otrtrans@tc.umn.edu

**Office of the Registrar**  
**One Stop Student Services Center**  
170 Owen Hall  
University of Minnesota Crookston  
2900 University Avenue  
Crookston, MN 56716-5001

**Office of Financial Aid and Registrar**  
184 Darland Administration Building  
10 University Drive  
University of Minnesota Duluth  
Duluth, MN 55812-2496

**Registrar's Office**  
212 Behmler Hall  
600 East 4<sup>th</sup> Street  
University of Minnesota Morris  
Morris, MN 56267-2132

Applications may also be dropped off at any Student Services Center:

**One Stop Student Services Center**  
200 Fraser Hall  
106 Pleasant Street SE  
Minneapolis, MN 55455-0422  
612-624-1111  
fax: 612-625-3002

**One Stop Student Services Center**  
130 Coffey Hall  
1420 Eckles Avenue  
St. Paul, MN 55108-6054  
612-624-1111  
fax: 612-624-4943

**One Stop Student Services Center**  
130 West Bank Skyway  
219 19<sup>th</sup> Avenue S  
Minneapolis, MN 55455-0427  
612-624-1111  
fax: 612-626-9129

**Office of Financial Aid and Registrar**  
21 Solon Campus Center  
University of Minnesota Duluth  
Duluth, MN 55812-2496  
(218) 726-8000  
fax: (218) 726-8219

**Registrar's Office**  
212 Behmler Hall  
University of Minnesota Morris  
Morris, MN 56267-2134  
(320) 589-6030  
fax: (320) 589-6025

**Office of the Registrar**  
**One Stop Student Services Center**  
170 Owen Hall  
University of Minnesota Crookston  
2900 University Avenue  
Crookston, MN 56716-5001

## APPLICATION FOR UNDERGRADUATE CHANGE OF COLLEGE

**Use this application to request a change from your current University of Minnesota college or campus to a different undergraduate college or campus at the University.**

### APPLICATION INFORMATION:

1. *Personal Information*—Fill out this section carefully and please print clearly. If you do not know your ID number, write in your social security number.
2. *Current College Information*—List the University of Minnesota college in which you were last enrolled (CLA, CBS, for example, on the Twin Cities campus; Morris; or CLA or CSE, for example, on the Duluth campus), the term you last attended, and your current major(s).  
*Change of College*—
3. List the college to which you wish to transfer (CLA, CBS, for example, on the Twin Cities campus; Morris; or CLA or CSE, for example, on the Duluth campus).
4. List the major(s) you intend to complete in the new college.
5. Indicate the term and year you want to begin attending the new college. Applications for programs on the Twin Cities campus are not accepted for every term: check the Web (at [onestop.umn.edu/onestop/Registration/Changing\\_Colleges\\_Within\\_the\\_University.html](http://onestop.umn.edu/onestop/Registration/Changing_Colleges_Within_the_University.html)) for application terms and dates.
6. Indicate whether you have a minor or second major from another college that you wish to continue. You **MUST** list any majors or minors you wish to continue on this form, or they will be dropped.
7. If you have attended any post-secondary institution other than the University of Minnesota (all campuses), you must submit an official transcript from each institution (in a signed and sealed envelope with this application) **only if**:
  - a. The record from the institution does not already appear on your University of Minnesota transcript, or
  - b. You have previously transferred classes from an outside institution to the University of Minnesota, Duluth, and you are currently applying to transfer to another University of Minnesota campus. In this case, you must provide official transcripts from outside institutions even if the record appears on your University of Minnesota transcript.
8. If you have classes in progress at another institution, list them and send an official transcript immediately upon completion. **Exclude University of Minnesota classes.**

### Application Supplements—

- Carlson School of Management—You must submit an application supplement, available from the One Stop Student Services centers or on the Web (at [Carlsonschool.umn.edu](http://Carlsonschool.umn.edu)).
- College of Design—All undergraduate programs in the College of Design require the submission of an admission application supplement (the form is online at [www.cdes.umn.edu/undergrad/admission/transferadmit.html](http://www.cdes.umn.edu/undergrad/admission/transferadmit.html)).
- College of Education and Human Development—You must submit an additional application specific to your intended major. Application forms are available for each major at <http://cehd.umn.edu/students/Undergrad/Transfer>.

### ACTION:

You will be notified of the college's decision by mail. Please make sure that your mailing address is correct or that your mail will be forwarded. The address on this application will be used to update your official address for University mailings. Subsequent updates to your address will replace the address given here.

**This application is valid only for the year and term you indicate. If admitted, you must register in your new program to complete your transfer. Failure to register will nullify your admission, and you will be required to file a new application. If you are transferring from one campus of the University to another campus, and you have already registered for the next term, you must cancel all courses in your old college once you are admitted and register in your new college.**

**If you wish to withdraw this application, you must notify the Registrar's office on the campus to which you have applied. If you do not, you will not be able to continue in your current college.**

Some students choose to apply to an additional college as a second choice. Talk to your adviser about whether he or she would recommend you do so. If you do apply to more than one college, you will need to submit a separate form for each, and you will receive separate decision letters from each college. If you are accepted to both colleges, you will be contacted in order to confirm that you are admitted to your first choice college.

Applications to the following programs are pooled: Dental Hygiene; Medical Technology; Mortuary Science; Nursing; Pharmacy; Carlson School; College of Design; and Radiation Therapy and Clinical Laboratory Science in the College of Continuing Education. Action will be taken only after the College Admission Committee has reviewed *all* applications. Admission decisions for all programs will usually be made 4-6 weeks after the deadline for the term.