

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.

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

1. name:		birthdate (mm/dd/yy)		ID number	
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 currently declared major(s) or minor(s) you wish to continue.				

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					

appl received: date: _____ initials: _____	appl referred: date: _____ initials: _____	appl decision: date: _____ initials: _____	appl matric: date: _____ initials: _____	notes:
term activation: date: _____ initials: _____	discontinue: date: _____ initials: _____	letter sent: date: _____ initials: _____		

Please mail applications to:

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

9 Hill Hall
University of Minnesota, Crookston
2900 University Avenue
Crookston, MN 56716-5001

Office of Admissions

300 University Square
111 South Broadway
Rochester, MN 55904

One Stop Student Services

1049 University Drive
University of Minnesota Duluth
Duluth, MN 55812-3011

Office of the Registrar

212 Behmler Hall
600 East 4th 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

333 Science Teaching & Student Services
222 Pleasant St. S. E.
Minneapolis, MN 55455-0239
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 19th Avenue S
Minneapolis, MN 55455-0427
612-624-1111
fax: 612-626-9129

One Stop Student Services

23 Solon Campus Center
University of Minnesota Duluth
Duluth, MN 55812-2496
218-726-8000
fax: 218-726-8219

Office of the Registrar

212 Behmler Hall
University of Minnesota Morris
Morris, MN 56267-2134
320-589-6030
fax: 320-589-6025

Office of the Registrar

9 Hill Hall
University of Minnesota, Crookston
2900 University Avenue
Crookston, MN 56716-5001
218-281-8548
fax: 218-281-8549

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 SUPPLEMENTS ARE REQUIRED BY THE FOLLOWING PROGRAMS:

- Carlson School of Management—available at <http://www.carlsonschool.umn.edu/Page4626.aspx>
- College of Design—available at design.umn.edu/prospective_students/admissions/transferadmit.html
- College of Education and Human Development—available at <http://cehd.umn.edu/students/Undergrad/Transfer>
- Dental Hygiene—available at <https://secure.ahc.umn.edu/dentistry/apply/dh/application/login.cfm>
- School of Nursing—available at <http://www.nursing.umn.edu/BSN/ProspectiveStudents/GettingStarted/home.html>

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 any currently declared major(s) or minor(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) for application terms and dates.
6. Indicate whether you have a currently declared major or minor 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. You may not continue major(s) or minor(s) if you are transferring from one *campus* to another (e.g., from the Twin Cities to Duluth).
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).
 - Exception: if you are changing colleges on the same campus, and you have already submitted those official transcripts to your campus, you do not need to send them again.
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.**

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 (e.g., from the Twin Cities to Duluth), and you have already registered for the next term, you must cancel all classes on your old campus after you are admitted to your new campus. You will not be able to register in your new campus until you have canceled those classes.

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 and the colleges to which you are applying to determine if a second choice is appropriate. 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 Respiratory Care 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.

