



Internal Transfer: Undergraduate

Purpose: Used by currently enrolled students who wish to change colleges and **have not been dismissed** from their current college. If you **were dismissed** use the [Academic Censure/Satisfactory Academic Progress Appeal: Undergraduate](#) form.

Student Instructions:

- Complete Sections 1-3 of this form using a computer.
 - a **handwritten form will not be accepted.**
 - an incomplete form without the required documents attached will not be processed and returned to you for completion.
- Print the form using the 'Print Form' button.
- Sign the form in Section 4; a digital signature is **not** acceptable.
- Submit the completed form via one of the methods listed at the bottom of this form.
- Once your application has been processed, the Office of the Registrar will contact you.

Note:

- transcripts are **not** accepted if delivered by the student, they **must** be received via mail directly from the high school or institution's record office.
- Bursar or Student Affairs holds must be cleared with the appropriate office **before** readmission.
- for all colleges, except Nursing: the completed application and all required documents must be received by the Office of the Registrar **no later than one week prior** to the start of the session in which you wish to enroll. Consult the [Academic Calendar](#) for the session dates.
- the College of Nursing accepts internal transfers for the Fall term **ONLY**; the completed application and all required documents must be received by the Office of the Registrar **no later than one week before** June 1.
- Professional Studies students: the Professional Communication major is in the College of Communication; all other majors are in the College of Arts & Sciences.

Section 1: Student Information

Name _____
Last First Middle

Former Name(s) _____
DOB MM/DD/YYYY

Mailing Address _____
Street City State Zip Code

Email _____@marquette.edu SSN/MUID _____ Phone _____

Were you dismissed from Marquette in your last semester due to poor academic performance? Yes No
If yes, see Purpose under form title. Term/Year

Section 2: Transcript Information

The Office of the Registrar must have an official transcript on file from the high school listed below and every institution you have attended.

Name of the High School from which you graduated _____ City and State _____

Name of other institutions you have attended _____ City and State _____

Name of other institutions you have attended _____ City and State _____

If you have attended more than two institutions other than Marquette, attach additional pages.

Section 3: New College Information

College in which you wish to enroll (check one):

- | | |
|--|--|
| <input type="checkbox"/> Arts & Sciences | <input type="checkbox"/> Engineering |
| <input type="checkbox"/> Business Administration | <input type="checkbox"/> Health Sciences |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Nursing |
| <input type="checkbox"/> Education | |

Degree status (check one):

- Degree-Seeking: 1st Bachelor's
 Degree-Seeking: 2nd Bachelor's

In which term do you first intend to enroll?

- Fall Spring Summer

Expected Graduation Term _____

Desired Major _____

Desired Minor _____

Section 4: Student Statement/Signature

I hereby request an internal transfer and I understand that the college into which I request this transfer has the final decision, as per University policy.

Signature _____ Date _____