

This form is used by current students who wish to request to transfer to a different INI program or study option within their current degree program. Please send completed petition, resume and essay to ini-academic@andrew.cmu.edu.

## Program of Study Transfer

### STUDENT INFORMATION

Student Andrew ID:

Student Name:

Last/Family, First and/or Preferred, MI

Degree:

Faculty Advisor:

Date:

mm/dd/yyyy

You should speak to your faculty advisor before preparing a petition. **Program transfer petitions are rarely approved** and admission to one degree program or study option does not guarantee admission to another.

In order to apply to transfer to a new master's degree program or study option within the INI, complete this form and attach your updated resume/CV and a 1-2 page essay explaining your reasons for wanting to transfer to the new degree program/study option (be as specific as possible). Submit this completed form, essay and resume to ini-academic@andrew.cmu.edu.

For students requesting to switch from standard to advanced, please indicate how you plan to complete the advanced studies requirement (area of concentration, thesis or project). For petitions approved to switch from the standard study option to advanced, any awarded INI scholarships will not be extended to a fourth semester.

Current Program:

Current Study Option:

Requested Program:

Requested Study Option:

### INI ACADEMIC AND STUDENT SERVICES USE ONLY:

Approved

Approved with the following conditions:

Denied for the following reason:

INI Academic Advisor Committee Decision Date:

Processed by:

Academic Advisor:

Signature

Approve  
 Deny

Date: \_\_\_\_\_  
mm/dd/yyyy

INI Director:

Print/Type Name

Signature

Approve  
 Deny

Date: \_\_\_\_\_  
mm/dd/yyyy

Reviewed by Committee/  
Advisor/Director

Notified student

Updated Stellic record

Saved e-copy in student  
file

Recorded in petition  
database