

**GRADUATE ENROLLMENT INTERNAL ADMISSION APPLICATION**

Campus mail to: Enrollment Management Processing Center  
804 University Ave., Suite 201, Syracuse, NY 13210

***This section to be completed by the Student- ALL fields required***

- 1.) \_\_\_\_\_  
NAME: Last (surname), first (given name)
- 2.) SUID Number: \_\_\_\_\_
- 3.) For International Students only:  
City of Birth: \_\_\_\_\_  
Country of Birth: \_\_\_\_\_
- 4.) Email: \_\_\_\_\_
- 5.) My current degree program is:
  - a) Program name:  
\_\_\_\_\_
  - b) Current degree level (check one)  
 MA  MS  PhD  CAS  Other \_\_\_\_\_
  - c) Calendar\*:  Semester  Quarter
- 6.) Program I am applying to now:
  - a) Program name:  
\_\_\_\_\_
  - b) New degree level (check one)  
 MA  MS  PhD  CAS  Other \_\_\_\_\_
  - c) Calendar\*:  Semester  Quarter
- 7.) Student's Signature and Date:  
\_\_\_\_\_

\* Students may not be enrolled in programs offered on different program calendars at the same time.

***This section to be completed by the Departments- ALL fields required***

- 1) SU Matriculation Term for new program:  
\_\_\_\_\_ 2U Term (if applicable): \_\_\_\_\_
- 2) Current Program code: \_\_\_\_\_  
Campus: \_\_\_\_\_  Part time  Full time  
Calendar\*:  Semester  Quarter  
New Program code: \_\_\_\_\_  
Campus: \_\_\_\_\_  Part time  Full time  
Calendar\*:  Semester  Quarter

**Authorized Signatures (must be on file with EMC)**

**Current Department:**

Printed Name:

\_\_\_\_\_ Date \_\_\_\_\_

Signature:

\_\_\_\_\_

**New Department:**

Printed Name:

\_\_\_\_\_ Date \_\_\_\_\_

Signature:

\_\_\_\_\_

***This section to be completed by EMC:*** Entered date \_\_\_\_\_ Entered by \_\_\_\_\_ Matric Eff. Date \_\_\_\_\_

Appl # \_\_\_\_\_ Term \_\_\_\_\_ 2U Term: \_\_\_\_\_

Program \_\_\_\_\_ Plan \_\_\_\_\_ Campus: \_\_\_\_\_

IACC  IAEF  IALW  ILAW  Part-time  Semester  Quarter *Revised: 02/25*

## Instructions:

Revised: 02/2025

- This Form is to be used **only** if a degree program or certificate program is being **added** for a term prior to you completing your first degree.
- If you are **changing** your program, please complete a **PROGRAM/PLAN TRANSFER FORM** and submit it to the **REGISTRAR'S OFFICE**.

If you have completed a graduate program within the last academic year, will be starting the new degree after graduation from your initial degree (consecutively), or are not currently pursuing a graduate degree, please submit a graduate application form through the regular admission process.

### Portion to be completed by the Student:

- 1.) Print your full name. (last, first name)
- 2.) Print your Syracuse University ID number (SUID).
- 3.) If you are an International Student, enter the city and country in which you were born.
- 4.) Print your email address.
- 5.) a) List the title of your current program. b) Check the degree level of your current program. If it is not listed, please write in the degree in the Other space. c) Enter if you are currently in a semester program or a quarterly program. (Main campus is a semester calendar)
- 6.) a) List the title of your new program. b) Check the degree level of your new program. c) Enter the type of calendar for the new program (semester program or a quarterly program).
- 7.) Sign the form and enter the date you completed the form.

### Portion to be completed by the Departments:

- 1) **Matriculation term.** If this is a 2U program, please indicate the term code (ex. 2US1). *Only current or future terms are allowed for CAS programs. You may not back date a CAS.*
- 2) **Current program code.** Please indicate the campus (ex. ONL2U), if full or part-time, and if the program is offered by semester or quarterly.
- 3) **New program code.** Please indicate the campus, if full or part-time, and if the program is offered by semester or quarterly. **Students may not be enrolled in programs offered on different program calendars at the same time, i.e., Main (semester) & 2U (Quarterly).**

**Authorized signatures:** Only authorized signatures on file with Enrollment Processing will be accepted. Signing acknowledges the student is currently enrolled in the degree program(s) listed on this form and **has been accepted into the new degree program**. If you are not admitting and matriculating the student at this time, the student must complete the standard on-line Graduate application and will be considered for admission in the next cohort. **In this case, please contact Isabel Jimenez ([imjimene@syr.edu](mailto:imjimene@syr.edu)) for an application fee waiver.**

If the student is currently matriculated in a dual degree program, both departments must sign. **This includes programs at ESF or the College of Law.**

You may send this form to Enrollment Processing via fax (315-443-3423, regular campus mail or email([grad@syr.edu](mailto:grad@syr.edu))). Email is preferred. If faxed or emailed, the original doesn't need to be sent.