Graduate School of Arts and Sciences
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Boston, MA 02115

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gsas@neu.edu
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ADMISSION APPLICATION NOTIFICATION

This form serves to notify both your department and the GSAS of your intent to apply to a different program within your current department. Please follow these four easy steps, in the order in which they are listed:

1. Complete this Admission Application Notification form if you are already enrolled and applying for a different degree program within the same department (i.e., Special Student to a Master's degree, Master's to PhD, PhD to Master's). Obtain your Graduate Coordinator's signature.
2. Make a copy of this form for your records as it contains the instructions for next steps.
3. Submit the form to the Graduate School of Arts and Sciences Admissions Office, located in 128 Meserve Hall.
4. Apply on-line after submitting this form to the GSAS.
   - Upload a new personal statement
   - Enter the names and contact information for your three recommenders. Note that recommenders will be instructed via email to submit electronic letters.
   - Select "check" for payment type when prompted to pay the application fee.
   - Email Jo-Anne Dickinson after you have submitted your application to request a fee waiver. Please type "Internal application fee waiver request" in the email subject line. If applicable, transcripts and test scores previously submitted will then be moved to your new application.
   - Please note the deadlines to submit all your required materials

Note that the priority deadline for consideration for assistantships for the Fall semester is February 1st.

Name: _____ **NU I.D.:** 000-__ __ __ __ __ __
Last **First**

Email Address: _____@husky.neu.edu

Department: _____

Current Program (circle one): Special Student MA MPA MS PhD

Program Applying To (circle one): MA MPA MS PhD

Required Signatures:

Student: _____ Date: _____

Graduate Coordinator: _____ Date: _____

GSAS Staff: _____ Date: _____

GSAS Only: app. submitted__ AYID#__ __ __ __ __ __ __ fee waived__ documents moved__

effective: Feb 2010