

**INTRA-UNIVERSITY TRANSFER OF SCHOOL,  
MAJOR FIELD OF STUDY, CONCURRENT ENROLLMENT, OR ACADEMIC LOAD CHANGE**

[INSTRUCTIONS ON REVERSE]

Name: \_\_\_\_\_ Person ID: \_\_\_\_\_  
*Last First MI*

**A. Intra-University Transfer of School or Major Field of Study**

Please circle all terms that require updating and include the appropriate year; please note that if this form is received after the student's academic program information has been activated into future terms, the student's record will be updated accordingly.

Term/ Year Effective:    SPRING \_\_\_\_\_    1SS \_\_\_\_\_    2SS \_\_\_\_\_    FALL \_\_\_\_\_

**ACADEMIC PRIMARY PROGRAM INFORMATION**  
*Change From:*

CAREER: \_\_\_\_\_

ACADEMIC LEVEL: \_\_\_\_\_

COLLEGE: \_\_\_\_\_

ACADEMIC LOAD: \_\_\_\_\_

ACADEMIC PROGRAM: \_\_\_\_\_

ACADEMIC PLAN 1/SUB-PLAN: \_\_\_\_\_

ACADEMIC PLAN 2/SUB-PLAN: \_\_\_\_\_

MINOR: \_\_\_\_\_

(The information above is what you will find on the Student Program/ Plan. Please copy the exact information that you see on the screen.)

**ACADEMIC PRIMARY PROGRAM INFORMATION**  
*Change To:*

CAREER: \_\_\_\_\_

ACADEMIC LEVEL: \_\_\_\_\_

COLLEGE: \_\_\_\_\_

ACADEMIC LOAD: \_\_\_\_\_

ACADEMIC PROGRAM: \_\_\_\_\_

ACADEMIC PLAN 1/SUB-PLAN: \_\_\_\_\_

ACADEMIC PLAN 2/SUB-PLAN: \_\_\_\_\_

MINOR: \_\_\_\_\_

(The information above can be obtained by looking at the Student Program/Plan pages.)

**B. Concurrent Enrollment**

(This section should be completed only for those students who have been admitted into an approved joint degree program [e.g., GRAD/LAW].)

Please circle all terms that need to be noted as concurrently enrolled and include the appropriate year; please note that if this form is received after the student's academic program information has been activated into future terms, the student's record will be updated accordingly.

Term/ Year Effective:    SPRING \_\_\_\_\_    1SS \_\_\_\_\_    2SS \_\_\_\_\_    FALL \_\_\_\_\_

Please indicate the Academic Unit that should be considered the HOME and the HOST. The HOME (Billing Career) is usually considered to be the program where the student is taking the most coursework.

HOME (Billing Career) \_\_\_\_\_

HOST (Non Billing Career) \_\_\_\_\_

**C. Signature required from both dean's offices regarding A and B:**

**Signature Certification**\*By checking this box I acknowledge that I am legally signing this document. I understand that this is legally binding the same as a conventional signature\* In place of your signature, please type your full legal name in the appropriate space.

\_\_\_\_\_  
Approval of Dean / Date

\_\_\_\_\_  
Approval of Dean / Date

## **INSTRUCTIONS FOR COMPLETING THIS FORM**

1. This form must be obtained from the dean's office of the student's college. If approved by the dean of the school in which the student is presently enrolled, the form must then go to the dean's office of the college to which the student wishes to transfer for approval. After it is approved by both dean's offices, the form must be emailed to the Office of the University Registrar ([registrar@unc.edu](mailto:registrar@unc.edu).)
2. This form must be signed by both dean's offices before it can be processed by the Office of the University Registrar. If any signatures are missing, the form will be returned to the appropriate office.
3. It is very important that all the information is filled out correctly on the front of this form. If you have any questions about how the form should be completed, please contact the Office of the University Registrar at 962-3954 or [registrar@unc.edu](mailto:registrar@unc.edu).