

**GRADUATE ENROLLMENT INTERNAL ADMISSION APPLICATION**

**Campus mail to: Enrollment Management Processing Center  
716 E. Washington St., Suite 200, Syracuse, NY 13210-1572**

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

1.) \_\_\_\_\_

(NAME: Last, first)

2.) SUID Number: \_\_\_\_\_

3.) Email: \_\_\_\_\_

**4.) Choose one**

I am currently pursuing a graduate degree program and wish to pursue more than one degree at the same time (concurrent).

I am presently completing one degree program & wish to begin pursuing another (consecutive).

I have completed (within the last 12 months) one degree program & wish to begin pursuing another (consecutive).

**5.) My current degree program is:**

a) Program name:

\_\_\_\_\_

b) Current degree level (check one)

MA  MS  MPhil  PhD  CAS

**6.) Program I am applying to now:**

a) Program name:

\_\_\_\_\_

b) Current degree level (check one)

MA  MS  MPhil  PhD  CAS

**7.) Signature:**

\_\_\_\_\_

Date: \_\_\_\_\_

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

1) Matriculation Term: \_\_\_\_\_

(required)

2) Current Program code

\_\_\_\_\_

ONLUC  Part time  Full time

3) New Program code

\_\_\_\_\_

ONLUC  Part time  Full time

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

**Current Department:**

Printed Name:

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

Signature:

\_\_\_\_\_

**New Department:**

Printed Name:

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

Signature:

\_\_\_\_\_

To be completed by EMC: Entered date \_\_\_\_\_ Entered by \_\_\_\_\_ Matric Eff. Date \_\_\_\_\_

Appl # \_\_\_\_\_ Term \_\_\_\_\_  Student Records checked  Term checked

Program \_\_\_\_\_ Plan \_\_\_\_\_  Valid program verified  Signatures verified  Communication row added

Rev 1/16  IACC  IACS  IAEF  IALW  ILAW  ONLUC  Part-time

## Instructions:

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

**If you have not completed a graduate program within the last 12 months, or are not currently pursuing a graduate degree, you will need to submit a regular graduate application form by visiting <http://apply.embark.com>**

## Portion to be completed by the Student:

- 1.) Print your full name. (last, first name)
- 2.) Print the Syracuse University ID number assigned to you.
- 3.) Print your current email address.
- 4.) Check concurrent box if you are planning on pursuing the new program at the same time as your current one.  
  
Check consecutive if you are planning on pursuing a new program after you have completed your current one.
- 5.) a) List the title of your current program. b) Check the degree level of your current program.
- 6.) a) List the title of the program you are adding. b) Check the degree level of the new program you are adding.
- 7.) Sign the form & enter the date you completed the form. Signature must be in ink.

## Portion to be completed by the Departments:

- 1) Matriculation term. Please note that we do not allow matriculation into CAS programs to be backdated. **Only current or future terms are allowed.**
- 2) Current program code. Please indicate if ONLUC (online) and if full or part-time.
- 3) New program code. Please indicate if ONLUC (online) and if full or part-time.

**Authorized signatures:** Required by both the student's current and new departments to ensure both departments are aware of and approve the internal admission request. Signatures of individuals authorized to make admission decisions must be on file with the EMC. These signatures indicate acknowledgement that this student is currently enrolled in the degree program(s) listed on the internal admission request form and that this student is approved to enter into the new degree program. **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.*

**Please note: failure to complete all required portions of the application will result in a delay in processing while the form is returned for completion.**