

**Use this form to:**

- Request a change of program or plan and be considered for advanced standing, including transfer credit for some or all courses taken, and milestones or research completion in your current University of Waterloo program.

**Instructions:**

1. Complete sections 1-3 and obtain signatures from your current supervisor and new supervisor (if applicable).
2. Submit the completed form to the academic department you are transferring to.
3. The academic department will approve details concerning course transfer, funding, etc., and will send it to the Associate Dean's office for approval. Once approved it will be sent to Graduate Studies and Postdoctoral Affairs for final review and processing.
4. Once your change is processed, your term fees may be updated. If you have opted out of any incidental fees for the term, you may need to do so again. You will not be able to opt out of any new fees charged as a result of a program/plan change processed after the opt-out deadline.

**Deadlines: Fall – October 15; Winter – January 15; Spring – June 15**For more information about this form and program/plan changes, please review the [program/plan change web page](#).**Section 1: Student information**

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University of Waterloo student identification number \_\_\_\_\_

Last name(s) \_\_\_\_\_ First name(s) \_\_\_\_\_

**Section 2: Current program/plan details**

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Faculty (e.g. Arts) \_\_\_\_\_ Department or School (e.g. History) \_\_\_\_\_

Program level  master's  doctoral  graduate diploma Study option  thesis  master's research paper  coursework

Number of terms enrolled: \_\_\_\_\_ Field/Specialization \_\_\_\_\_

**Section 3: New program/plan details**

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Faculty (e.g. Arts) \_\_\_\_\_ Department or School (e.g. History) \_\_\_\_\_

Program level  master's  doctoral (from master's)  doctoral (from bachelor's)  graduate diplomaField/Specialization \_\_\_\_\_ Study option  thesis  master's research paper  courseworkEffective  fall, year \_\_\_\_\_  spring, year \_\_\_\_\_  winter, year \_\_\_\_\_

Reason for requested change \_\_\_\_\_

Student signature \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_

**Section 4: Program/plan approvals and signatures**

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Current Supervisor(s) print name and sign \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_

Current Graduate officer \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_

Current Associate dean, Faculty \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_

New Supervisor(s) print name and sign \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_

New Graduate officer \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_

New Associate dean, Faculty \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_

**Section 5: Department details transfer**

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List courses for transfer \_\_\_\_\_

List additional degree requirements \_\_\_\_\_

List funding details \_\_\_\_\_