

Use this form when applying to transfer to another faculty. Submit this form **the term before** you wish the faculty transfer to take effect. Submitting as early as possible is recommended; be aware of faculty deadlines.

**Notes:**

1. Applications are processed once grades from your qualifying term are available (if applicable).
2. Once your change is processed, your term fees, if already paid, may be updated. If you have opted out of some incidental fees for the term, you may need to do so again. Note that you will not be able to opt-out from any new optional or voluntary fees charged as a result of a program change processed after the opt-out deadline for the term.
3. Students requesting a transfer to the Faculty of Mathematics need to contact the Math Internal Transfer Advisor at [math.ug.ita@uwaterloo.ca](mailto:math.ug.ita@uwaterloo.ca).

**Instructions**

1. Complete Sections 1 and 2.
2. Make an appointment with your home faculty advisor and complete Section 3 at or after your appointment.
3. Make an appointment with the [transfer advisor in your desired faculty](#). Submit your completed form at the appointment.

**Section 1: Student information**

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

Waterloo student identification number \_\_\_\_\_ Waterloo email \_\_\_\_\_

**Section 2: Current faculty**

**Faculty of**    ☐ Arts                      ☐ Engineering                      ☐ Environment                      ☐ Health                      ☐ Mathematics                      ☐ Science

**Section 3: Requested changes**

**New faculty**                      ☐ Arts                      ☐ Engineering                      ☐ Environment                      ☐ Health                      ☐ Science

**Academic program**        ☐ Honours Co-op                      ☐ Honours Regular                      ☐ 4-Year General                      ☐ 3-Year General

**Major** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Academic Advisor and Office of the Registrar Use Only – Faculty transfer conditions and approvals**

**For term:**                      ☐ Fall                      ☐ Winter                      ☐ Spring    Year \_\_\_\_\_

**Conditions required to be admitted or have been met**

☐ Averages: CAV \_\_\_\_\_ FAV \_\_\_\_\_ MAV \_\_\_\_\_                      ☐ Petition required for ND term                      ☐ ELR met                      ☐ UCR needed

☐ Other (e.g., number of fails, no INCs/repeats, course restrictions, etc.) \_\_\_\_\_

☐ Courses to be enrolled in (incl. associated components) during                      ☐ ND term                      ☐ Qualifying term                      ☐ When admitted

| Subject and catalog number<br>(e.g., BIOL 130) | LEC section and class number<br>(e.g., 001/4142) | LAB section and class number<br>(e.g., 101/4143) | TUT section and class number<br>(e.g., 201/4433) |
|------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|
|                                                |                                                  |                                                  |                                                  |
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|                                                |                                                  |                                                  |                                                  |
|                                                |                                                  |                                                  |                                                  |
|                                                |                                                  |                                                  |                                                  |

**Advisor(s) approval(s)**
**Home Faculty Advisor (if in non-degree term)**

Academic Unit \_\_\_\_\_

Name \_\_\_\_\_

Extension \_\_\_\_\_ Date \_\_\_\_\_

**Transfer Faculty Advisor**

Academic Unit \_\_\_\_\_

Name \_\_\_\_\_

Extension \_\_\_\_\_ Date \_\_\_\_\_

**Decision**

☐ Refused                      ☐ Defer to after ND Term                      ☐ Refer to \_\_\_\_\_

☐ Admitted to \_\_\_\_\_ Academic level (e.g., 2B) \_\_\_\_\_

Indicate the Undergraduate Calendar requirements to be followed for the requested faculty transfer. Requirement term (e.g., 1209) \_\_\_\_\_