



## INTRA-UNIVERSITY TRANSFER APPLICATION

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SUID: \_\_\_\_\_

EMAIL: \_\_\_\_\_

LOCAL PHONE: \_\_\_\_\_

CURRENT MAJOR(S): \_\_\_\_\_

CURRENT MINOR(S): \_\_\_\_\_

CUMULATIVE GPA: \_\_\_\_\_ CREDITS COMPLETED: \_\_\_\_\_

ISCHOOL COURSES TAKEN	GRADE (IF COMPLETED)
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In one to two paragraphs, please explain why you want to change your major to information management and technology.

**OPTIONAL:** Submit a short essay (2-4 pages) describing an experience where you were in a leadership position, or were instrumental in, taking a project from its idea stage through to successful completion.

Include the following:

- the situation/problem
- the proposed solution/action
- how you got involved with this problem
- what you actually did, why you did it, and how it helped the project
- the current status of the project
- what you learned from the experience

For Office Use Only:

Signature: \_\_\_\_\_



School of Information Studies  
**SYRACUSE UNIVERSITY**

## **INTRA-UNIVERSITY TRANSFER APPLICATION DIRECTIONS**

### **STEP 1: MEET WITH THE UNDERGRADUATE PROGRAM DIRECTOR OR UNDERGRADUATE ACADEMIC COUNSELOR**

#### **Professor David Molta**

Undergraduate Program Director  
School of Information Studies  
206 Hinds Hall  
Phone: 315-443-4549  
Email: djmolta@syr.edu

#### **Elaine Morgan**

Director and Academic Advising and Counseling  
School of Information Studies  
Student Services Office  
114H Hinds Hall  
Phone: 315-443-1830  
Email: emmorgan@syr.edu

### **STEP 2: COMPLETE THE APPLICATION FORM**

Please fill out the application form on the reverse side and return it to us, along with a *transcript* of your Syracuse University courses and grades. If you have transfer credit from another institution, please provide a copy of your transcript from that institution as well. The School of Information Studies will consider your application *after* you have completed 30 credits.

The Undergraduate Program Director and the Undergraduate Academic Counselor will review your application and transcript. The reviews will take place approximately three times during the school year. You will receive an email with the results of the application review as soon as they make a decision. However, your chances of being admitted are slim due to the number of students enrolled in the program.

### **STEP 3: RETURN THE COMPLETED APPLICATION**

Return the completed application to:

#### **Elaine Morgan**

Director of Academic Advising and Counseling  
School of Information Studies  
Student Services Office  
114H Hinds Hall  
Phone: 315-443-1830  
Email: emmorgan@syr.edu