

APPLICATION FORM

Transfer from a Diploma program to a Master's program

This information is collected under the authority of the provincial *Universities Act*, which mandates the provision of programs and services, the *Freedom of Information and Protection of Privacy (FOIP) Act*, the *Taxation Act (Canada)*, and the *Statistics Act (Canada)*.

It is required to determine an applicant's eligibility for admission, to register the applicant in courses, and to assess fees. If admitted, this information will become part of the student's record and will be disclosed to relevant academic and administrative units on campus. Specific data elements will be disclosed to the Federal and Provincial governments to meet reporting requirements.

For more information on the uses and disclosure of this information, contact the Administrator of the Faculty of Graduate Studies, Simon Fraser University, 778-782-3042 or email gradstudies-dir-records@sfu.ca.

This form should be used instead of the *Application for Admission to Graduate Studies* for the clear admission by transfer of a Diploma student to a Masters program without completion of the Diploma degree.

In some departments, additional requirements must be satisfied. In all cases, departmental approval is required.

Male Female Student Number: _____

First Name Middle Initial(s) Last Name

Email Telephone (cell) Telephone (home)

Original Department Name Semester of First Enrollment

Target Department Name Semester of Transfer

Student Signature Date of Signature

Required Documentation

Two pieces of documentation are required:

- Current unofficial SFU transcript
- Evidence that the applicant is capable of undertaking substantial original research. One or more letters of reference should be attached to this form.

No special conditions or requirements may be stipulated; the regular *Application for Admission* should be used for any cases other than clear admission by transfer.

Departmental Approval

Departmental Signature Name (please print) Date

Dean of Graduate Studies Approval

After departmental approval, this form and all letters of reference should be sent to the Director, Graduate Records, in the Office of the Dean of Graduate Studies.

Signature, Graduate Studies Name (please print) Date