

APPLICATION FORM

Transfer from a Doctoral 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 Director, Graduate Admissions, Records & Registration, in the Office of the Dean 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 Doctoral student to a Master's program without completion of the Doctoral degree.

A student shall complete all of the requirements for a master's degree within twelve semesters of full time equivalent (FTE) enrolment (SFU Graduate General Regulation 1.12.2) from the first semester of enrolment in the doctoral program. In some departments, additional requirements must be satisfied. In all cases, departmental approval is required.

STUDENT INFORMATION

M	First name	Surname
Student number		Email
Home phone		Cell phone

TRANSFER INFORMATION

The required documentation is a rationale and letter of support for the transfer from the senior supervisor and a current SFU transcript.

Department	CGPA
Doctoral program	
Master's program	
<input type="checkbox"/> Unofficial transcript is attached <input type="checkbox"/> Letter of support from applicant's senior supervisor is attached	
Semester of first enrollment in Doctoral program	Semester of transfer to Master's program
Student signature	Date of signature

APPROVALS

Graduate Program Chair 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.

SGSC Signature Name (please print) Date

DEAN OF GRADUATE
STUDIES OFFICE ONLY

Date received