

# Transfer Application Form

## SFU Graduate Program to a Different SFU Graduate Program

This form should be used to transfer from one program to another program without completion of the first program. The credential from the first program will not be awarded. Please note: the start date of the new program is set to the admit term of the original program so personal leaves and terms of enrolment in the first program will count towards the time limit of the second program. No admission conditions may be stipulated.

If conditions are required please submit an online admission application. Advance credit may be granted towards the new program for previously completed course work through an [Application for Advance Credit \(GGR 1.7.7b\)](#)

### STUDENT INFORMATION

Student number	Email
First name	Surname

### TRANSFER INFORMATION

Original academic unit (eg. Business, Criminology)	Original program (eg. MBA, PhD)
Target academic unit	Target program
Target transfer term	Current SFU CGPA
All of the below must be completed: <input type="checkbox"/> Requirements specific to the type of transfer are satisfied (see second page of this application for details) <input type="checkbox"/> Unofficial transcript is attached <input type="checkbox"/> Letter of reference (normally from applicant's original academic unit)	
Student signature	Date

### APPROVALS

Original Graduate Program Chair name	Signature	Date
Brief rationale for transfer		
Target Graduate Program Chair name	Signature	Date

After approval, this form and all documentation should be sent to the Graduate and Postdoctoral Studies

GPS use only
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#### Freedom of Information and Protection of Privacy

The information on this form is collected under the authority of the *University Act* (RSBC 1979, c.419). This information is needed and will be used to update your student record. If you have questions about the collection and use of this information, contact Graduate and Postdoctoral Studies, 778-782-3042 or by email to [gradstdy@sfu.ca](mailto:gradstdy@sfu.ca)

# GUIDELINES FOR TRANSFERS

## SFU Grad Program to a Different SFU Grad Program

Transfers between certain programs have additional requirements. These are the minimum University requirements for program transfers. Some academic programs may have further requirements, so please contact your program assistant for further guidance.

### DIPLOMA OR CERTIFICATE TO A MASTER'S PROGRAM

- The transfer term must be before the student's sixth term
- The student's CGPA must be 3.0 or above (if all courses in the program are graded S/U, all must be completed with satisfactory)
- Evidence the student is capable of undertaking substantial original research must be included in the letter of reference
- A student transferring from a diploma to a master's must have completed 75% of the course work required in the diploma prior to the transfer
- A student transferring from a certificate to a master's must have completed a minimum of 12 units of course work in the certificate prior to the transfer

### MASTER'S TO A MASTER'S PROGRAM

- The transfer term must be before the student's sixth term. If it is after the sixth term, please provide a program completion plan.
- The student's CGPA must be 3.0 or above
- Evidence the student is capable of fulfilling the program requirements for the target program must be included in the letter of reference

### MASTER'S TO A DOCTORAL PROGRAM

- The transfer term must be after the student's second term and normally before the seventh term. If it is outside this range please provide a completion plan.
- The student's CGPA must be 3.5 or above
- 75% of the master's course work defined in the program requirements must be complete
- Evidence the student is capable of undertaking substantial original research

### DOCTORAL TO A MASTER'S PROGRAM

- The student's CGPA must be 3.0 or above
- If the transfer is occurring past normal master's completion time limits, please submit an extension request with a final term specified to complete

### DOCTORAL TO A DOCTORAL PROGRAM

- The student's CGPA must be 3.0 or above
- Evidence the student is capable of fulfilling the program requirements for the target program must be included in the letter of reference
- Include a program plan which outlines any additional course work and/or comprehensive examinations to be completed in the new target program

Transfers between the following programs do not have additional requirements:

Certificate to Certificate  
Diploma to Diploma  
Certificate to a Diploma  
Diploma to Certificate  
Master's to Diploma  
Master's to Certificate