|  |
| --- |
| Application for Change in Division  *(AY2014 Curriculum)* |

Please note that this is an application for transfer within your own **Major** (APS or ICP). Those who wish to cross-transfer between APS and ICP must fill out the “*Application for Change in Major*” form. Submissions should be typed.

**Note:** Only first semester students are able to change their Division.

**Submission Deadline:** 16:30 on the final day of classes in Quarter 2 (in your first semester)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student ID Number** |  |  |  |  |  |  |  |  | **Date** |  |
| **Student Name**  (as registered at APU) |  | | | | | | | | **Student Signature** |  |

**Current Division / Program:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Major** | **Division** | | **Program** | | |
| APS | International Relations (IR)  Society and Culture (SC) | |  | | |
| ICP | International Public Administration (IPA)  Sustainability Science (SS)  Tourism and Hospitality (TH)  Development Economics (DE) | | IMAT | | |
| **Change to:** |  |  |  | | |
| **Major** | **Division** |  | **Scholarship** | | |
| APS | International Relations (IR)  Society and Culture (SC) |  | JDS  MEXT | Other: ( ) | |
| ICP | International Public Administration (IPA)  Sustainability Science (SS)  Tourism and Hospitality (TH)  Development Economics (DE) |  | Please check if your scholarship requirements allow for a change in Division / Program. | | | |
|  |  | |  | |  |
| **Reason for Request** | | | | | |
|  | | | | | |

**Note:** Box will expand as you type.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Current Supervisor: |  | | Signature: |  | Date: |  | |
|  | Name (printed) |  | | (by hand or e-signature) |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| I need to change my Supervisor: | No | Yes**\***: |  |  |  |
|  |  |  | Prospective Supervisor’s name (printed) |  | Signature  (by hand or e-signature) |

**\*Note:** If you need to change your Supervisor as a result of changing your Division, you must also submit a Change in Supervisor form by the appropriate deadline. It is up to the student to find a new Supervisor.

**Office Use Only**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dean: |  | Approved | Not Approved | Date: |  |
| Notes: | (by hand or e-signature) |  |  |  |  |
|  | | | | | |