Northeastern University
College of Social Sciences and Humanities

INTERNAL APPLICATION NOTIFICATION

This form serves to notify both your department and the Graduate Office of your intent to apply to a different program within your current department. Please follow these four easy steps, in the order in which they are listed:

1. Complete this Application Notification form if you are already enrolled and applying for a different degree program within the same department (i.e., Special Student to Master's or PhD, Master's to PhD or one Master's program to another within the same department). Obtain your Graduate Program Director's signature.

2. Make a copy of this form for your record as it contains the instructions for the next steps.

3. Submit the form to the Graduate Office located in 180 Renaissance Park.

4. Apply on-line after submitting this form to the Graduate Office.

   • Upload a new personal statement

   • Enter the names and contact information of your three recommenders. The recommenders will be instructed via email to submit electronic letters.

   • Select "check" for payment type when prompted to pay the application fee.

   • Email the Graduate Office after you have submitted your application to request a fee waiver. Type "Internal application fee waiver request" in the email subject line. If applicable, transcripts and test scores previously submitted will then be moved to your new application.

   • Please note the deadlines to submit all your required materials.

Graduate Office
180 Renaissance Park
360 Huntington Ave.
Boston, MA 02115
617.373.5990
617.373.7281
gradcssh@neu.edu
www.northeastern.edu/cssh/graduate

Name: _____
Last First

NU ID: _____ **Email Address:** _____@husky.neu.edu

Department:_____ **Effective Term/Year:** _____

Current Program:_____ **Program Applying :**_____

	Print Name	**Signature and Date**
Student		
Graduate Program Director		
Graduate Office Staff		

Graduate Office: app. Submitted _____ AYID#_____ fee waived_____ documents moved____