

**NYU****SCHOOL OF
PROFESSIONAL STUDIES****Office of Admissions**

7 East 12th Street, Suite 921

New York, NY 10003

P: 212 998 7100**F:** 212 995 4674sps.nyu.edu/admissions/graduatesps.gradadmissions@nyu.edu

Graduate Program Change Application

Note that program changes through the NYU SPS Office of Admissions are for new students only. If you have completed any course work towards an SPS degree, please contact your academic adviser for additional information regarding program changes as a current student.

The graduate change of program application is to be used in the rare circumstance in which you must change from one academic program of study to another within NYU SPS. Submitting the application does not automatically guarantee admission into a new program. **Students are encouraged to consult with their academic advisers to discuss academic and career goals prior to submitting the program change application.** Students are only permitted a one-time opportunity to submit a program change application.

The Admissions Committee will re-review your application based upon your new program of choice. If your program of choice change is approved, you will receive an email confirming the approved change. If, however, your change of program application is denied, you will have the option to enroll in your initial degree program. **Please allow 3-6 weeks for this new application to be reviewed and processed.**

Change of Program Application Deadlines

Fall - August 1	Spring - December 1	Summer - April 15
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NOTE: Applications submitted after the deadlines will not be accepted.

Legal Name: Last (Family) _____ First (Given) _____ Middle _____

Preferred Name: Last (Family) _____ First (Given) _____ Middle _____

Date of Birth: _____ **University ID Number:** N _____

Permanent Home Address: _____ Apt. No. _____

City/State/Zip _____

Local Mailing Address (IF DIFFERENT): _____ Apt. No. _____

City/State/Zip _____

Phone: Home _____ Work _____ Mobile _____

NYU Email: _____

Please return the completed application along with the essay to sps.gradadmissions@nyu.edu by the deadlines listed above.

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sps.nyu.edu/admissions/graduatesps.gradadmissions@nyu.edu**Program originally accepted to:** MS in _____**Program you are now applying for:** MS in _____**Original Start Term:** ☐ Fall ☐ Spring ☐ Summer **Year:** _____**New Start Term:** ☐ Fall ☐ Spring ☐ Summer **Year:** _____**Essay:**Please submit an **essay** (minimum 500 words) that answers **ALL** of the following prompts.

- Please provide a detailed explanation about why the program to which you were originally admitted is no longer a good fit for your goals and explain in detail how the new program to which you are applying will help you achieve your career goals.
- What skills do you think are important to be successful in the field for the program to which you are applying?
- Why is the program to which you are applying important in the current industry landscape?

Certification:

I CERTIFY THAT I have read and understood all instructions accompanying this application and have answered all questions truthfully and to the best of my knowledge. I certify that the information I have provided on this application is complete and correct and that the essays have been written by me. I certify that all elements of the application have been written, created, and submitted by me. I understand that preparation by any third party, including agents, will result in the rescinding of admission.

I also understand that any misrepresentation or omission may be cause for denying or rescinding admission, or permission to register, at any time. I agree to abide by all New York University rules and regulations. I understand that New York University reserves the right to deny or rescind admission, or permission to register, at any time, for any reason it considers sufficient, including scholarship, character, and personal conduct. I understand that any items submitted to New York University in conjunction with this application become the sole property of the NYU School of Professional Studies and will not be returned. I also understand that the application and associated fees are not refundable.

Applicant Signature: _____ Date: _____

Please return the completed application along with the essay to sps.gradadmissions@nyu.edu by the deadlines listed above.