Application for Change of School

Applies to: Lawrence Campus students
Purpose: This form is used to apply for a change of school. Students submit this form to the Dean’s Office of the school to which the student is applying.

1. When would you like the change to be effective? (Check ONE only):
   - [ ] Fall semester ______ (year)
   - [ ] Spring semester ______ (year)
   - [ ] Summer session ______ (year)

2. ______________________________________________________________
   Last Name    First Name    MI    Student Number    Phone Number

3. ______________________________________________________________
   Current Address    City    State    Zip    Student Email Address

4. In what school(s) are you enrolled? ______________________________________________________________

5. In what school(s) do you propose to enroll? ______________________________________________________________

6. Proposed major ____________________________________________ Proposed degree ____________________________

(Refer to the undergraduate catalog, www.ku.edu/academics/, for a listing of Undergraduate Fields of Study. List majors for dual schools if applicable.)

7. Do you want dual enrollment?  [ ] Yes  [ ] No

8. If “Yes,” in which schools? __________________________________________________________________________

9. I have read and understand the consequences of requesting a change of school. By completing this form I am requesting this change be applied to my enrollment at the University of Kansas.

________________________________  __________  ____________________
Student Signature  Date

To be completed by the Dean or Dean’s Representative only:

[ ] Admit  [ ] Admit on probation  [ ] Deny (Reason): ____________________________

________________________________  __________  ____________________
Signature of Dean or Dean’s Representative  Date

Forms for admitted students, SUBMIT TO:
The University of Kansas
Office of the University Registrar
1450 Jayhawk Blvd
Rm 121 Strong Hall
Lawrence, KS 66045-7535
Phone: 785-864-4423
Fax: 785-864-3900
Email: studentrecords@ku.edu

For Registrar’s Office use only:

Date completed: ___________
By: _______________________

Revised: December 1, 2011