**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.  
<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Student Number</th>
<th>Phone Number</th>
</tr>
</thead>
</table>

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**

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**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**

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**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

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For Registrar’s Office use only:

**Date completed:** __________________

**By:** __________________

Revised: December 1, 2011