



## **Filing Instructions:**

Start with the Office of Graduate Academic Services for advisement. This form, signed by an advisor from the Office of Graduate Academic Services, along with all necessary documents must be submitted to Zicklin's Graduate Admissions no later than the indicated deadlines (see top of page 1). Please complete all questions and attach the following:

- \$50 Application Processing Fee (check or money order made payable to "Baruch College")
- Updated pages A1 to A5 of the Zicklin Graduate Application\*
- New essay discussing reason(s) for change
- Current Resume
- Other document(s) that may be necessary if the degree / major you seek has admission requirements that are different from those used for your original admission (e.g. different test required).
- International students on an F-1 visa must also include pages D1-D5 and current financial documentation\*

\*You may download these pages from: <https://zicklin.baruch.cuny.edu/admissions/grad/apply>

The Office of Graduate Admissions will notify you by email and make the necessary code changes on your student registration (BOSS) record if your request is approved.

If you are on a student visa (F-1), the updated documents you submitted will be forwarded to the International Student Services Center (ISSC). ISSC will prepare your new I-20 Form and contact you.

### **FOR OFFICE USE ONLY:**

First Term Enrolled: \_\_\_\_\_ New Expected Date of Graduation: \_\_\_\_\_

Student is in Good Academic Standing: [ ] Yes [ ] No

#### **Zicklin's Office of Graduate Academic Services:**

\_\_\_\_\_  
(Signature Graduate Academic Services)

\_\_\_\_\_  
(Date)

***Application has been reviewed and student has been admitted into new program.***

#### **Zicklin's Office of Graduate Admissions:**

\_\_\_\_\_  
(Signature Graduate Admissions)

\_\_\_\_\_  
(Date)

Change Billing & Major codes effective: (Term / year) \_\_\_\_\_

Change Program Code effective (Term / year): \_\_\_\_\_

BOSS CODES Changed / Updated: \_\_\_\_\_  
Initials / date