

Co-operative Education Transfer Request

This form is for students who are currently enrolled in the co-op program and wish to change their specialization/major.

ID NUMBER	SURNAME	GIVEN NAME & MIDDLE INITIAL	SEMESTER/YEAR (ie F19)

@uoguelph.ca
EMAIL ADDRESS

TRANSFER REQUEST – I would like to maintain my co-op status and change my specialization/major.
Student must submit an “*Undergraduate Schedule of Studies Change Request*” form and an approved “*Academic & Work Sequence Agreement*” form.

Current Schedule of Studies:

		:C
DEGREE PROGRAM (e.g. B.A., B.Sc., etc.)	SPECIALIZATION (e.g. Economics, Biochemistry, etc.)	

Revised Schedule of Studies:

		:C
DEGREE PROGRAM (e.g. B.A., B.Sc., etc.)	SPECIALIZATION (e.g. Economics, Biochemistry, etc.)	

I understand that there is no guarantee of admittance to the new co-op program – I must be an eligible candidate and there must be space in the program. If I meet the requirements, I agree to be transferred to the above listed co-op program.

*** The Co-op Office will confirm the co-op transfer decision to the student’s “@uoguelph.ca” account.**

Student’s Signature: _____ Date: _____

FOR CO-OP OFFICE USE ONLY	
COOP*1100 Scheduled for: _____	
FORMS:	[] Academic & Work Sequence and Agreement [] Undergraduate Schedule of Studies Change Request
REQUEST:	[] Approved [] Sent to ORS for processing [] Experience Guelph account updated [] File
	[] Denied [] No space in program [] Sequence does not meet co-op requirements [] Other
Signed: _____	Date Processed: _____