

CHANGE OF PROGRAM

(Effective date 1/23/2023)

Occasionally, students decide that another program within the College of Engineering may better suit their academic and professional goals. These instructions are designed for students wishing to change programs **within the College of Engineering, only. You must complete at least one semester in your current program before you may enroll in a different program.** Please email the Graduate School of Engineering Admissions Team at coe-gradadmissions@northeastern.edu, if you have any questions.

SUBMIT A NEW APPLICATION VIA SLATE

- Submit your application by the appropriate deadline:
http://www.coe.neu.edu/degrees/graduate-admissions#Application_Deadlines
- Mark off that you have previously applied to Northeastern University
- Complete the text box explaining you are a current student and in which program
- Mark “Yes” for if this is a Change of Major/Degree/Program application
- List Northeastern under your education information (even if you have not earned the degree yet). Please access your unofficial transcript via student hub, right-click the webpage, select “print” and then “Save as PDF.” You can then upload this PDF to your application.

TRANSFERRING SCORES + LETTERS OF RECOMMENDATION

- List the names of the recommenders from your previous application in the appropriate section of the new application
- Type your email address or a fake email address so your recommenders do not receive instructions
- Please self-report any test scores that you included as part of your previous application and upload the corresponding unofficial score report(s). If you previously submitted unofficial test scores, but did not submit the official score report(s), you must arrange for any applicable official scores to be sent in conjunction with your new application.
- Please email the Admissions support inbox (coe-gradadmissions@northeastern.edu) indicating that you are a current COE student who submitted a change of program application and request that your recommendations and relevant test score reports be transferred from your previous application. Importantly, please include your NUID and the email address that you used to create your new application.

STATEMENT OF PURPOSE AND RESUME

- You may upload the same statement of purpose and resume that you used for your previous application
- If you have updated your resume or would like to rewrite your statement of purpose, you may do so

AFTER SUBMITTING YOUR APPLICATION

- A decision may not be made until the current semester grades are posted, but this is ultimately at the discretion of the relevant faculty reviewer(s).
- Please note that your new application will be considered in relation to the overall applicant pool and admission is not guaranteed.

IF ADMITTED TO YOUR NEW PROGRAM

- Follow any instructions on your new decision letter to confirm enrollment.
- Students should have a conversation with their new [MS Faculty Advisor / Program Contact](#) to discuss courses previously completed at Northeastern.
- Students need to complete a [Change of Degree Program/Concentration](#) and submit using DocuSign to their new [MS Faculty Advisor / Program Contact](#) for approval.
- **International Students only:** an approved change of program within the College of Engineering requires that your I-20 be updated. It is the student's responsibility to do this. Update your I-20 via the Request for SEVIS I-20/DS-2019 on the [OGS Forms and Guides page](#).

CHANGE TO A DIFFERENT CONCENTRATION WITHIN A GRADUATE SCHOOL OF ENGINEERING DEGREE PROGRAM:

- Changes of program concentration do not require a new admissions application in Slate.
- Students should have a conversation with their new [MS Faculty Advisor / Program Contact](#) to discuss courses previously completed at Northeastern.
- Student are required to complete a [Change of Degree Program/Concentration](#) and submit using DocuSign to their new [MS Faculty Advisor / Program Contact](#) for approval.
- **International students only:** A change of program concentration does not require a new I-20. Please note that any approved changes will take effect the semester following your request to change degree program. Keep in mind that the application review process may take several weeks, so plan your request accordingly.
- If you have any questions regarding changing your concentration, please contact the Graduate Student Services Advising Team at coe-gradadvising@northeastern.edu

CHANGE PROGRAM TO ANOTHER NORTHEASTERN UNIVERSITY COLLEGE

Please use the [Northeastern University Graduate Programs webpage](#) for contact information to follow up about the program you are interested in applying to.