Instructions for Change in Degree Program, Concentration, Level, or Status (Web instructions)

Apply to a different program:

1. Complete the Change of Degree Program Form.
2. Bring the completed form to the academic advisor of the program to which you are applying and discuss the classes you wish to count toward your new degree. Make sure the academic advisor reviews and signs the form.
3. Complete a new application in Apply Yourself by creating a new account and following the instruction on page 2 of the Change of Degree Program Form. Your application fee will be waived; do not send in any payment.
4. Bring the form to the GSE office in 130 Snell. Admission services will process your online application and inform you of the final decision.
5. International students only: An approved change of program requires that a new I-20 be issued. It is the student’s responsibility to initiate the I-20 process. Instructions are provided on the official admission acceptance letter. Questions should be directed to the International Student and Scholar Institute on campus.

Please note that most faculty admissions committees prefer to see at least one semester of grades at Northeastern before considering a change of program request. Any approved changes will take effect the semester following your request to change degree program. Also keep in mind that the application review process may take several weeks, so plan your request accordingly.

Change of Concentration within an M.S. Degree Program

1. Complete the Change of Degree Program Form.
2. Bring the completed form to the academic advisor of the program concentration to which you are applying and discuss the classes you wish to count toward your new concentration. Make sure the academic advisor indicates whether the concentration change is approved and signs the form.
3. ECE Students must also obtain approval from the ECE Chair of Graduate Studies.
4. Changes of program concentration do not require a new application in Apply Yourself.
5. Bring the form to the GSE office in 130 Snell. Student Services will process your concentration change request if approved by your academic advisor.
6. 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.
Change of Degree Level

Change from M.S. degree to Ph.D. degree

1. Complete a Change of Degree Level Form.
2. Bring the completed form to the academic advisor of the program to which you are applying. Discuss your request and the classes you wish to count toward Ph.D. degree program. Make sure the academic advisor reviews and signs the form.
3. Complete a new application in Apply Yourself by creating a new account and following the instruction on page 2 of the Change of Degree Level Form. Your application fee will be waived; do not send in any payment.
4. Bring the form to the GSE office in 130 Snell. Admission services will process your online application and inform you of the final decision.
5. Please note that any approved changes will take effect the semester following your request to change degree level. Also keep in mind that the application review process may take several weeks, so plan your request accordingly.
6. International Students only: An approved change of degree level from an M.S. degree to Ph.D. degree requires that a new I-20 be issued. It is the student’s responsibility to initiate the I-20 process. Instructions are provided on the official admission acceptance letter. Questions should be directed to the International Student and Scholar Institute on campus.

Change from Ph.D. degree to M.S. degree

1. Complete a Change of Degree Level Form.
2. Bring the completed form to your current academic advisor. Discuss your request and the classes you wish to count toward M.S. degree program. Make sure the academic advisor indicates whether the change of degree level is approved and signs the form.
3. ECE Students must also obtain approval from the ECE Chair of Graduate Studies.
4. Changes of program from Ph.D. to M.S. degree level do not require a new application in Apply Yourself.
5. Bring the form to the GSE office in 130 Snell. Student Services will process your request and inform you of the final decision.
6. International Students only: An approved change of degree level from a Ph.D. degree to an M.S. degree requires that a new I-20 be issued. It is the student’s responsibility to obtain a new I-20 reflecting the M.S. degree program. The Graduate School will work with you on the process.

Please note that any approved changes will take effect the semester following your request to change degree level. Also keep in mind that the application review process may take several weeks, so plan your request accordingly.
Change from Non-Degree to Degree-Seeking Status:

1. Complete the Change of Status form
2. Bring the completed form to the faculty advisor of the program to which you are applying, discuss your request and the classes you wish to count toward a degree. Make sure the academic advisor reviews and signs the form.
3. Complete a new application in Apply Yourself by creating a new account and following the instruction on page 2 of the Change of Status Form. Your application fee will be waived; do not send in any payment.
4. Bring the form to the GSE office in 130 Snell. Admission services will process your online application and inform you of the final decision. Keep in mind that the application review process may take several weeks, so plan your request accordingly.