



## Change of Program Request

Undergraduate applicants may use this form to request a program change before starting their studies at Saint Mary's University. Applicants who request a program change are required to meet the listed admission requirements for their intended program.

Completed forms should be emailed to the Admissions Office at [admission.status@smu.ca](mailto:admission.status@smu.ca). It can take a minimum of 10-15 business days to review a request once this form is received. Updates will be communicated via email.

*Note: You will need to download this form to your computer, fill it out in its entirety, save it, and send the completed form to the Admissions Office.*

Name: \_\_\_\_\_ Student ID Number: A \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Current Program: \_\_\_\_\_ Requested (New) Program: \_\_\_\_\_

Reason for Request *(e.g. have you changed your mind; have you taken upgrading courses that make you eligible for your requested program; have you not received credit for a course required for admission into the program you applied for):*

\_\_\_\_\_

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I have read and understand that:

- The Admissions Office approves the Change of Program for undergraduate applicants at its discretion.
- Incomplete forms will not be considered.
- Any Entrance Awards previously awarded and which have program-specific criteria may be impacted. (You can contact [entranceawards@smu.ca](mailto:entranceawards@smu.ca) for clarification on award criteria).

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_