



YOU MUST COMPLETE THE STUDENT CHECKLIST ON THE BACK OF THIS FORM PRIOR TO MEETING WITH AN ACADEMIC COUNSELOR

Name: _____ **PID:** _____
Address: _____ **Email:** _____
 _____ **Phone:** _____

TRANSFER REQUEST

Effective Quarter: _____
Current College: _____ **Requesting transfer to:** _____
Entered UCSD as: Freshman TAG transfer IGETC transfer Other Transfer
Major 1: _____ **Major 2:** _____
Current Class Level: Freshman Sophomore Junior Senior

General Education and Graduation Requirements Remaining

Current College	Proposed New College
Quarters required to complete: _____	Quarters required to complete: _____

Attach the following:

1. A **one-page statement** giving substantial reasons why the transfer is desirable and necessary.
2. A **quarter-by-quarter plan** for your **current college**.
3. A **quarter-by-quarter plan** for your **proposed new college**.
4. A copy of your **current academic history** from TritonLink.
5. A copy of your **current degree audit**.

Student Signature: _____ Date: _____

For Official Use Only

Current College	Proposed New College
Quarters Completed at UCSD: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Cumulative GPA: _____	Comments: _____
Cumulative Units: _____	
Entry Level Writing Requirement: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Writing Courses Completed: _____	
Comments: _____	
Academic Advisor/Date: _____	Academic Advisor/Date: _____

STEP ONE – ELIGIBILITY REQUIREMENTS

You must meet the following eligibility requirements to submit an ICT request. If you do not meet one of these requirements, you may not apply for an inter-college transfer.

- If you entered UCSD as a freshman, the earliest you may apply is during your **third quarter** of enrollment at your current college. Your request will **not** be considered until *all* grades have been posted. In addition, you must have fewer than 135 units. *Note: the senior residency requirement states that you must complete 35 of the final 45 units at UCSD.*
- If you entered UCSD as a transfer student, the earliest you may apply is during your **second quarter** of enrollment at UCSD. Your request will **not** be considered until *all* grades have been posted. In addition, you must have fewer than 150 units. *Note: the senior residency requirement states that you must complete 35 of the final 45 units at UCSD.*

DEADLINES

Application Term	
<u>ICT Request Form Deadline at Proposed New College:</u>	<u>Term ICT Effective:</u>
ICT Requests Not Accepted in Fall	N/A
Friday of 4 th Week, Winter Quarter	Spring
Friday of 4 th Week, Spring Quarter	Fall

- You must have cleared ELWR and have completed the appropriate writing or core course(s), which includes ESL and ELWR if required, during each quarter of the first year. *Note: Muir College Students must complete MCWP 40 prior to transfer to another college.*
- You must have completed the appropriate writing/core course(s) for your current college prior to transfer. Transfer students: refer to your degree audit for equivalent courses (if any).
 - Revelle College:** HUM 1 and HUM 2 (at UCSD, unless transfer student)
 - Muir College:** MCWP 40
 - Marshall College:** DOC 2 & DOC 3
 - Warren College:** WCWP 10A & WCWP 10B
 - Roosevelt College:** MMW 2 & MMW 3
 - Sixth College:** CAT 2 & CAT 3
- You must have a cumulative UCSD GPA of 2.50 or higher.
- You must have a quarter GPA of 2.0 or higher in the application term.
Note: Grades will be reviewed and verified at the end of the application quarter before final approval of the ICT request is granted. Students whose grades for the application quarter fall below a 2.0 quarter GPA or a 2.5 cumulative GPA will have their ICT request returned.
- You must be able to demonstrate that you can graduate two or more quarters sooner by transferring colleges. You will be required to complete and attach two quarter-by-quarter plans for graduation: one for your current college and one for the proposed new college. Review the general education requirements for each of the colleges at: <http://admissions.ucsd.edu/dev3/colleges/bluesheet2004.pdf> and on the college websites:

Revelle College: <http://revelle.ucsd.edu> **Thurgood Marshall College:** <http://marshall.ucsd.edu> **Eleanor Roosevelt College:** <http://roosevelt.ucsd.edu/academics>
John Muir College: <http://muir.ucsd.edu> **Earl Warren College:** <http://warren.ucsd.edu> **Sixth College:** <http://sixth.ucsd.edu>

STEP TWO – APPLICATION PROCESS

If you meet **ALL** of the above eligibility requirements, you may apply. Complete the following steps:

- Complete the Inter-College Transfer Request. Be sure to follow all instructions on the Inter-College Transfer Request and do not leave any areas blank.
- Include your reason for transfer, as noted on the front of the application form.
- Create and include two quarter-by-quarter plans for graduation: one for your current college and one for the proposed new college.
 - Quarter-by-Quarter Plan for current college
 - Quarter-by-Quarter Plan for proposed new college
- Attach copies of the following documents to your ICT form:
 - Your most recent academic transcript printed from TritonLink;
 - Your most recent degree audit printed from TritonLink;
 - If you entered UCSD as a transfer student, include your transfer credit evaluation printed from TritonLink.**Note: TAG and IGETC students must show “TAG Complete” or “IGETC Certified” on the evaluation.**
- Meet with an academic counselor at your current college BEFORE the end of the 4th week of the quarter in which you are applying. **You must take the completed application and the required and completed documents with you to the interview and consult with the academic counselor in your current college regarding your request to transfer.** Please note: incomplete applications will be returned to you.
- Once you have completed all of these steps, you may submit your ICT request to your proposed new college by the deadlines listed above.

Consideration of your request is based on four factors: (1) the reason for the request; (2) number of quarter(s) remaining for graduation; (3) availability of space in the proposed new college; and (4) evidence that you can graduate two or more quarters sooner by transferring colleges.

Inter-College Transfer requests are considered individually. Incomplete requests will be returned to you. In general, a proposed plan for graduation will give your proposed new college more information upon which to base a decision. Requests will be considered as quickly as possible. Please note that some requests will be held pending completion of work-in-progress. You will be notified through the Virtual Advising Center at <http://vac.ucsd.edu>. Be sure to check your UCSD Email regularly.