

Instructions for Change in Degree Program, Concentration, Level, or Status

Apply to a different program:

1. A new online application is required and is reviewed by the admissions committee of the program. Please note that the admissions committee has access to all prior academic information at Northeastern. Complete a new online application for your program of choice in [Apply Yourself](#) by creating a new account. Your application fee will be waived; do not send in any payment. Instead, select “Pay by Check.”
2. IF you receive official notice of admission into the new program, complete the [Change of Degree Program Form](#).
3. Bring the completed form to the academic advisor of the program to which you admitted, and discuss courses previously completed at NEU. Make sure the academic advisor completes the table and signs the form.
4. Bring the form to the GSE office in 130 Snell Engineering. Your Student Services Advisor will review the form and update your academic record accordingly.
5. *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. Please visit the “Forms and Guides” page of the Office of Global Services website, and fill out the “Request for SEVIS I-20/DS-2019” form under the “Current Student Forms” section, and turn in the form to OGS. Questions should be directed to the Office of Global Services 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. The admissions committee has access to all prior academic information at Northeastern. 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.

Change of Concentration within an M.S. Degree Program

1. Changes of program concentration do not require a new application in [Apply Yourself](#).
2. Complete the [Change of Degree Program/Concentration Form](#).
3. 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.

4. ECE Students must also obtain approval from the ECE Chair of Graduate Studies. MIE Students must also obtain approval from the MIE Associate Chair for Graduate Studies.
5. Bring the form to the GSE office in 130 Snell. Student Services will process your concentration change request if approved by all abovementioned parties.
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. A new online application is required and is reviewed by the admissions committee of the program. Please note that the admissions committee has access to all prior academic information at Northeastern. Complete a new application to the PhD program of choice 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. . Instead, select “Pay by Check.”
2. IF you receive official notice of admission into the PhD program, complete a [Change of Degree Level Form](#).
3. Bring the completed form to the academic advisor of the program to which you were admitted Discuss classes previously completed at Northeastern that you wish to count toward Ph.D. degree program. Make sure the academic advisor reviews and signs the form.
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. Your Student Services Advisor will review the form and update your academic record accordingly.
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 program within the College of Engineering requires that your I-20 be updated. It is the student’s responsibility to do this. Please visit the “Forms and Guides” page of the Office of Global Services website, and fill out the “Request for SEVIS I-20/DS-2019” form under the “Current Student Forms” section, and turn in the form to OGS. Questions should be directed to the Office of Global Services on campus.

Change from Ph.D degree to M.S degree

1. Changes of program from Ph.D. to M.S degree level do not require a new application in Apply Yourself.
2. Complete a [Change of Degree Level Form](#).
3. 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.
4. ECE Students must also obtain approval from the ECE Chair of Graduate Studies. MIE Students must also obtain approval from the MIE Associate Chair for Graduate Studies.
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 your I-20 be updated. It is the student's responsibility to do this. Please visit the "Forms and Guides" page of the Office of Global Services website, and fill out the "Request for SEVIS I-20/DS-2019" form under the "Current Student Forms" section, and turn in the form to OGS. Questions should be directed to the Office of Global Services on campus.

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 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. Keep in mind that the application review process may take several weeks, so plan your request accordingly.
2. IF you are officially admitted into a degree program, complete the [Change of Status form](#).
3. 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.
4. Bring the form to the GSE office in 130 Snell. Your Student Services Advisor will update your academic record accordingly.