



Application for a Degree Program Transfer

1. Complete this form and sign it.
2. Discuss your intentions with your Advisor. Your Advisor must sign this form.
3. Discuss your request with the Registrar to determine a plan for classes to be taken to complete the new degree. The Registrar must sign this form.
4. Submit the form with the three signatures and the essay(s) attached to the Admissions Office (Nelson Hall 107).
5. Request that the Registrar send your LPTS transcript to the Admissions Office.
6. The Admissions Committee will review the application
7. The Admissions Office will inform the applicant of the Admissions Committee's decision.

NOTE: Please be advised that a transfer to a new degree program may affect Financial Aid and Scholarship Awards. Please consult with the Financial Aid Office to discuss your particular situation.

NAME: _____

E-MAIL: _____

CURRENT ADDRESS: _____

CURRENT PHONES:

Home: _____

Work: _____

Mobile: _____

I am currently enrolled in: _____

Name of degree program

I am applying to transfer to: _____

Name of degree program

Expected new date of graduation: _____

ESSAY: Please attach an essay addressing your reasons for applying to the new degree program. Please address why your vocational goals have changed.

NOTE: For those students applying to enter the **Marriage and Family Therapy Program**, please respond to these additional essays as well:

- ☐ Give an autobiographical account of your life course and family history, highlighting transgenerational themes that contribute to your interest in marriage and family therapy.
- ☐ Why are you interested in marriage and family therapy at this time? What factors led you to decide to pursue studies and what type of ministry in the field of marriage and family therapy do you hope to pursue in the next five years?
- ☐ Please write a 2-3 page summary of an interaction with a person in which you played a helpful role. Include an introduction, verbatim quotes in the middle section, and then give a brief analysis of the situation. A CPE verbatim will suffice for this. Take measures to safeguard the anonymity of the person with whom you spoke.
- ☐ Include a full resume that outlines any previous clinical experience, practice, supervision, training, work experience and courses that relate to your background in this field – this should also include copies of final evaluations from clinical pastoral education supervisors, if applicable.

SIGNATURES

Signature of Applicant

date

Signature of Advisor

date

Signature of Registrar

date

For Office use only:

Date Received: _____

Action Taken: _____

Action Date: _____