Admitting to a Different Program

To admit to a different program than the original application (i.e. MS instead of PhD, MEng instead of MS) follow these steps:

1. Move the application to the Admit/Conditional Admit bins as usual. Instead of verifying that the letters are correct, you will choose “No, I am indicating correct program below” and choose the correct program. Please be extremely careful in this selection.

2. Submit the form by choosing a Next Bin of the current bin.

3. Notify Amy Wheeler. Wait for the Grad School to make the appropriate updates and clone the application. The Program Change decision will be released when the application is cloned which will notify the applicant that a different decision will be coming.

4. Make the admit decision on the cloned application with the appropriate program and term as you would on any other application. When you are ready to release the decision, verify that the decision letters are correct through the Verify Decision reader form.

5. Use the Program to be Changed query to monitor those who are waiting to be updated. Use the Program Changed query to monitor those whose program has been changed and are ready for their decisions to be released.