NAME: ____________________________________________

CURRENT SCHOOL: ____________________________________________

GWID: ____________________________________________

Please initial next to each statement if you understand its content and have no further questions.

_____ I have discussed with a School of Business (GWSB) Advisor the courses that I would take if my request to transfer into GWSB is approved.

_____ I understand that these courses will apply to a GWSB degree program only after I have been accepted into GWSB.

_____ I understand that requests to transfer schools will not be accepted prior to the second semester of my enrollment at GW.

_____ I understand that students who are not in good academic standing will not be admitted to GWSB and will be unable to pursue a Bachelor of Business Administration, Bachelor of Accountancy, or a Bachelor of Science in Finance.

_____ I understand that I must complete UW 1020 and have received a B- or above in at least two of the following courses to be admitted to GWSB: MATH 1051, 1252, 1231, 1232; STAT 1051, 1053, 1111, 2112, 2118; ECON 1011, 1012; ACCY 2001, 2002.

_____ I understand that I must continue to meet with an Academic Advisor from my current school to discuss if each of the courses I choose to take fits into my current degree program.

_____ I understand that pursuing coursework for a program in which I am not admitted can result in a delay of my expected graduation date from GW.

_____ I understand that a university-wide graduation requirement is that students must be enrolled in the college/school in which their primary major is housed. This means that my request to transfer into GWSB must be approved in order to be awarded a degree from GWSB.

_____ I understand that there are no exceptions made to the listed pre-requisites for internal transfers into GWSB.

I understand the terms discussed above and will work to meet these requirements. I also understand that it is my responsibility to submit my Internal Transfer Request through the University Registrar and my admission into GWSB is conditional upon meeting the requirements listed here: https://registrar.gwu.edu/undergraduate-internal-transfer

Student Signature: ____________________________________________

GWSB Advisor Signature: ____________________________________________

Date: ____________________________________________
STEP 1: Explore GWSB’s Degree Programs
Students are first encouraged to make sure the GWSB curriculum aligns with their goals and skill-set. Read through the GWSB undergraduate website, specifically the “Degree Requirements” section which details the degrees that GWSB offers: http://business.gwu.edu/current-students/the-advising-center/degree-requirements/. Those degree programs include: Bachelor of Accountancy (BACCY), Bachelor of Business Administration (BBA), and Bachelor of Science in Finance (BS in Finance). Please note: students wanting to pursue the BS in Finance may or may not qualify to apply. See link above for further details. Students can also log in to their DegreeMAP and utilize the “What If” feature to get an overview of degree requirements and explore how the classes they have taken thus far would articulate into one of the business degrees. Please note: Students should not rely solely on the “What If” feature for an accurate representation of how all their classes will articulate. This feature does not have the capability of showing double majors accurately between GWSB and other schools. For the most accurate answers students should speak with a GWSB Academic Advisor.

STEP 2: Review GW’s Undergraduate Internal Transfer Requirements
A university-wide graduation requirement is that students must be registered in the college/school in which their primary major is housed. Requests to transfer schools will not be accepted prior to the second semester of the student’s enrollment at GW. Students are encouraged to meet with an academic advisor in both their current college or school and the college or school they are requesting to transfer into prior to submitting an internal transfer request. GWSB requires that certain prerequisite courses have been taken and that minimum grades have been earned before the transfer is processed. Students who wish to transfer into GWSB must have completed UW 1020 and at least two of the following courses with a grade of B- or higher: MATH 1051, 1231, 1232, 1252; STAT 1051, 1053, 1111, 2112, 2118; ECON 1011, 1012; ACCY 2001, 2002. UW 1020 can be completed with transfer credit; however, two of the above courses MUST be completed at GW.

STEP 3: Attend an Internal Transfer Info Session
After doing the necessary research on their own, students should then plan to attend one of the Internal Transfer Info Sessions sponsored by the GWSB Undergraduate Advising Center. Sessions are offered in both the Fall (September) and Spring semesters (February) and provide students with the opportunity to learn more about what GWSB has to offer and receive clarification on the Internal Transfer process. Session dates will be communicated at the start of each semester to all GW Schools.

STEP 3: Meet With a GWSB Academic Advisor
After Steps 1 – 3 are complete, students should proceed with scheduling an appointment with a GWSB Advisor. Appointments can be scheduled online: http://business.gwu.edu/current-students/the-advising-center/schedule-an-appointment/ During the appointment, advisors will perform a curriculum review so students have a better idea of which classes they have taken thus far will articulate into the business curriculum. Specific GWSB regulations may be found in the University Bulletin: http://bulletin.gwu.edu/business/

STEP 4: Submit your request!
If a student is ready to transfer, they should complete the Internal Transfer Request form found on the University Registrar’s website: https://registrar.gwu.edu/undergraduate-internal-transfer The form should be submitted directly to Registrar either via e-mail or in Marvin Center, Ground Floor. Students should confirm they meet the requirements and deadline date before applying!

For Fall semester transfer:
- February 15 (for students who have completed transfer requirements)
- May 31 (for students enrolled in transfer requirements in current semester)

For Spring semester transfer: October 15

Requests to transfer will be processed by Registrar after the above deadlines. Once processed, transfers are effective at the start of the following semester; transfers are only accepted for Fall or Spring semesters.