

**SUBMIT COMPLETED FORMS BY
E-MAIL TO CO-OPERATIVE
EDUCATION AT:
cica@uoguelph.ca**



EFFECTIVE TERM:
(OFFICE USE ONLY)

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Co-operative Education Transfer Request

This form is for students who are currently enrolled in the co-op program and wish to change their specialization/major.

ID NUMBER

SURNAME

GIVEN NAME & MIDDLE INITIAL

SEMESTER/YEAR (ie F19)

EMAIL ADDRESS

@uoguelph.ca

TRANSFER REQUEST – I would like to maintain my co-op status and change my specialization/major.

Student must submit an “Undergraduate Schedule of Studies Change Request” form and an approved “Academic & Work Sequence Agreement” form.

Current Schedule of Studies:

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:C

DEGREE PROGRAM
(e.g. B.A., B.Sc., etc.)

SPECIALIZATION
(e.g. Economics, Biochemistry, etc.)

Revised Schedule of Studies:

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:C

DEGREE PROGRAM
(e.g. B.A., B.Sc., etc.)

SPECIALIZATION
(e.g. Economics, Biochemistry, etc.)

I understand that there is no guarantee of admittance to the new co-op program – I must be an eligible candidate and there must be space in the program. If I meet the requirements, I agree to be transferred to the above listed co-op program.

*** The Co-op Office will confirm the co-op transfer decision to the student’s “@uoguelph.ca” account.**

Student’s Signature: _____

Date: _____

FOR CO-OP OFFICE USE ONLY

COOP*1100 Scheduled for: _____

FORMS:	<input type="checkbox"/> Academic & Work Sequence and Agreement	<input type="checkbox"/> Undergraduate Schedule of Studies Change Request
REQUEST:	<input type="checkbox"/> Approved <input type="checkbox"/> Sent to ORS for processing	<input type="checkbox"/> Experience Guelph account updated <input type="checkbox"/> File
	<input type="checkbox"/> Denied <input type="checkbox"/> No space in program	<input type="checkbox"/> Sequence does not meet co-op requirements <input type="checkbox"/> Other

Signed:

Date Processed: