

Request for Change of Admission Term

For Undergraduate and Post Baccalaureate Students



NORTHEASTERN
STATE UNIVERSITY

Complete this form if you are a newly admitted student or have recently applied but have not been admitted and wish to change the term of your admission application.

Change of Admission Term Policy:

1. Change of admission term may only be used to move one consecutive term from the **original** term of admission.
2. Requests for admission in a term more than one semester prior to or one semester after the original admit term will not be accepted.
3. Applicants changing their term of admission must separately contact the Offices of Financial Aid and Housing to determine the status of any previously awarded aid or housing assignment.
4. If you will be attending another institution during the semester in which you originally applied to NSU, you will need to reapply to NSU and submit an additional transcript from that institution.

Student Information (Please Print)

Last Name	First Name	NSU ID (If Known)	
Street Address	Phone		
City	State	ZIP	DOB
Email Address			

Update of Application Information

NSU Campus you plan to attend:	<input type="checkbox"/> Broken Arrow	<input type="checkbox"/> Muskogee	<input type="checkbox"/> Tahlequah
Term of original application:	<input type="checkbox"/> Fall _____ (Aug. - Dec.) Year	<input type="checkbox"/> Spring _____ (Jan. - May) Year	<input type="checkbox"/> Summer _____ (June-July) Year
Please change admission term to:	<input type="checkbox"/> Fall _____ (Aug. - Dec.) Year	<input type="checkbox"/> Spring _____ (Jan. - May) Year	<input type="checkbox"/> Summer _____ (June-July) Year

Have you ever been suspended or expelled from any college or university? N Y If yes, please explain.

Have you ever been convicted of a, pled guilty or no contest to, or are you currently on a deferred sentence to a felony offense? N Y
If yes, please explain. _____

Will you be attending another school during the semester you originally applied to NSU? N Y
(If yes, then you will need to reapply and submit transcripts from that institution)

Please indicate the school you will be attending: _____

Statement of Understanding

My signature on this form certifies that I am requesting to change my term of admission to Northeastern State University and that I agree to the conditions stated in the Change of Admission Term Policy stated above.

Signature _____ Date _____

Please return this form to the mailing or email address below or fax to: 918.458.2342
Admissions & Recruitment, Northeastern State University 701 N Grand Ave., Tahlequah, OK 74464-2300 || 918.444.4675 || admissions@nsuok.edu

For Office Use Only

Approved by: _____ Date Received: _____
Date Application Moved: _____ Term Switched to: _____