



REQUEST TO CHANGE APPLICATION/ADMISSION TERM

California State University, Bakersfield
Office of Admissions and Records, Mail Stop: 47SA
9001 Stockdale Highway
Bakersfield, California 93311-1022
Tel. (661) 654.3036 | Fax. (661) 654.3389 | Website: www.csub.edu/admissions

Name: _____ CSUB ID#: _____
Last First

Date of Birth: _____ / _____ / _____ Email: _____

I am a Freshman Transfer Post-bac or Graduate Major: _____
(including credential applicants)

Have you attended any institution subsequent to applying to CSUB?
 No Yes If yes, list the institution(s): _____

Are you planning to enroll at another institution before attending CSUB?
 No Yes If yes, list the institution(s): _____

FOR STUDENT: Please read the instructions and policies outlined below before completing this form.

- Request for a change of application/admission term may be granted up to three quarters from the original term. If you have attended an orientation and registered for classes (even if you later dropped them), your request will not be granted. You are encouraged to reapply online at www.csumentor.edu.
- Retaining a financial aid award and/or CSUB Scholarship for deferred use in a future term within the same academic year must be approved by the CSUB Office of Financial Aid & Scholarships. Awards cannot be deferred for use in a different academic year.
- First Time Freshman applicant/admit only:**
 - If you have not already submitted your final high school transcript, request an official copy to be sent as soon as possible.
 - If you have enrolled or plan to enroll full-time as a degree seeking student at another institution, your admission term cannot be changed. In this case, you would have to reapply for admission as a transfer applicant.
- Transfer applicant/admit only:**
 - Transfer applicants need to submit official transcripts of all academic coursework completed subsequent to the original application as soon as the term is over and grades have been posted.
 - Admitted transfer students who wish to take courses during the period of deferment must maintain a minimum 2.00 or better grade point average. Credits earned at other institutions will be evaluated for possible transfer credit in accordance with CSUB transfer credit policies.
- It is your responsibility to notify the CSUB Office of Admissions and Records of any change in your mailing address, residency status and/or academic records.

To request for a change of your application/admission term, please complete and return this form to the Office of Admissions and Records prior to the start of your original application term. You will be notified via email if and when your request is approved or not approved.

I am requesting to change my application/admission term:

From: _____ To: _____
Quarter Year Quarter Year

Signature: _____ Date: _____

FOR ADMISSIONS AND RECORDS OFFICE USE ONLY

Approved Not Approved By: _____ Date: _____

_____ Change Term in PeopleSoft _____ Checklist Item Updated _____ Email Notification Sent

_____ New Admit Letter Requested _____ New Orientation Packet Requested