

Graduate School of Engineering Intercampus Transfer Policy and Procedure (effective 1/30/2023)

Note: The current policy is for U.S. campuses only and transfer to Canada campuses is currently unavailable but under development. The Intercampus transfer policy consists of two sections:

Section 1 outlines the policy and procedure for students transferring to a Northeastern campus that offers their academic program

Section 2 outlines the policy and procedure for students transferring to regional campuses that do not offer their academic program.

Section 1: Program Offered at our Global Campus Network

When a student is interested in transferring to another campus which offers their degree program, they need to work with the Academic Advisor at their target campus, and if on an F-1 visa, the Office of Global Services at their initial campus (see end of document for OGS contact information).

Step 1: Contact Academic Advisor to Determine Eligibility

For students interested in taking courses at another Northeastern campus, please contact the Academic Advisor at your target campus, as listed here:

Target Campus	Email Address
Boston – Departmental & MGEN	coe-gradadvising@northeastern.edu
Seattle – MSIS & DAE ¹	coe-seattle-gradadvising@northeastern.edu
San Jose -- MSIS & CPS/IoT ²	coe-sv-gradadvising@northeastern.edu
Vancouver	coe-vancouver-gradadvising@northeastern.edu
Toronto	coe-toronto-gradadvising@northeastern.edu
Portland, Maine*	coe-roux-gradadvising@northeastern.edu
Miami*	coe-miami-gradadvising@northeastern.edu
Arlington*	coe-arlington-gradadvising@northeastern.edu
Oakland*	coe-oakland-gradadvising@northeastern.edu

*Boston students are currently ineligible to transfer between the Portland, Maine, Miami, Arlington and Oakland campus.

¹ DAE students are currently ineligible to transfer between the Boston and Seattle campus

²CPS/IoT students are not permitted to transfer between the Boston and San Jose, CA campus.

The advisor works with the student to determine academically eligible. To be academically eligible*:

1. The student has been enrolled in at least 1 semester and have recorded grades
2. The student must have at least a 3.0 GPA or higher (cannot be on academic probation)
3. The target campus must have adequate classes for the student to successfully complete their degree

**Even if students meet all eligibility requirements, transfers are subject to program approval. Transfers are not allowed in a student's first semester.*

Step 2: Apply to Transfer

Once the advisor determines that the student is eligible to transfer, the student must submit an official transfer request via the following steps:

1. Log onto: [Student Hub](#)
2. Click on the "Resources" tab
3. Select "Academics, Classes, & Registration"
4. Select "Registrar Forms"
5. Create New and select "Intercampus Transfer"

Step 3: Submit OGS Clearance Letter

If a student is on an F-1 visa, they must submit the [OGS Intercampus Request form](#). Per instructions on the OGS form, the student needs to download the paper form, complete the first part (name and NUID) and then send it to the advisor. Once signed, the advisor emails the clearance letter back to the student so the student can electronically submit the OGS Intercampus Request form via MyOGS.

Note: Students who received a regional campus scholarship will no longer have that scholarship apply to their tuition if they transfer to Boston. Please keep this in mind as you consider the possibility of transferring campuses.

Section 2: Program Not Offered at Global Campus Network

The process for students seeking to transfer to a global campus network that do not offer their academic program is a multi- step process involving the student, academic advisor, program directors, instructors, and Office of Global Services.

Step 1: Student Contacts Academic Advisor to Determine Eligibility

For students interested in taking courses at another Northeastern campus, please contact the Academic Advisor at your target campus, as listed here:

Target Campus	Email Address
Seattle	coe-seattle-gradadvising@northeastern.edu
San Jose, CA	coe-sv-gradadvising@northeastern.edu

The advisor works with the student to determine academically eligible. To be academically eligible:

1. The student must transfer to their target campus for their final semester; students with more than 1 semester remaining are not eligible
2. The student must transfer for the fall or spring semesters; summer semester is not an option
3. The student must have at least a 3.0 GPA or higher (cannot be on academic probation)
4. The student must identify (with the help of the academic advisor) 3 classes on the target campus if they have one class to fulfill to graduate or 4 classes if they have two classes to fulfill.*

**If the classes the student identifies are classes outside of the approved coursework as seen in the course catalog, the advisor will help the student submit [course substitution forms](#) to the Program Director. In addition, if courses are offered by a different college, advisor will need to reach out to the Program Director of that program to receive approval of the intercampus transfer student enrolling in their courses.*

**Even if students meet all eligibility requirements, transfers are subject to program approval*

Step 2: Advisor Notifies Necessary Parties

Once the advisor determines academic eligibility, the Program Director of the student's academic program must provide written approval of supporting the student's transfer to a campus that does not offer their program.

Once all approvals are received, the advisor will then:

1. Notify the Director of Student Affairs at the target campus of the intercampus transfer
2. Notify the student of their approval and confirm with the student their ideal course registration
3. Once registration is confirmed, advisor will conduct overrides to enroll the student in the their target campus classes
4. Student will receive campus orientation information from the advisor.

Step 3: Student Contacts OGS

If a student is on an F-1 visa, they must contact OGS *at their initial campus* to confirm I-20 requirements, per below:

Initial Campus	Email Address
Boston	ogs@northeastern.edu
Seattle	seattleogs@northeastern.edu
San Jose	ogssfsv@northeastern.edu

Students transitioning from US Campus to Canadian Campus

Please note that these instructions are very general and there may be some extra steps depending on the college processes and requirements.

The intra-country transfer process for students transferring to regional campuses outside the country of their current campus is a multi-step process involving the student, academic advisor, program directors, instructors, and OGS. Students transferring between countries need to go through the visa/permit process from scratch, which can take months. Some things to consider:

When students transfer to the new country, they also re-start the clock toward accruing benefits (OPT for USA and PGWP for Canada).

So, in most cases, students who switch countries halfway through their programs are potentially risking their ability to work after graduation in the country of study-if this is the main motivation for the student requesting the transfer, they may be advised that what they are intending to do is not possible, from an immigration compliance and timeline point of view

Each transfer request needs to have a meeting with their current Academic Advisor, Advisor at intended campus and OGS Canada

Step 1: Student contacts current Academic Advisor and Advisor at intended campus

- The advisors will meet with the student to determine the student's intent in transferring and their academic eligibility
- Eligibility is reviewed with reference to policies regarding when a student may request a transfer, set by their college, which may include a GPA requirement, requirements to have completed a certain number of credit hours at their home campus, or other determining eligibility factors and
- The target campus must have adequate classes for the student to successfully complete their degree (on-ground for international), including physical space in the courses, and adequate course offerings to offer a smooth transition, without the student having to take an unscheduled break.
- If the student is eligible to transfer, the advisor emails the student. This should always be tracked electronically in email and either in Salesforce, or the system the school uses to document advising decisions; even if the advisor and student talk on the phone/in person, please follow up with an email and copy ogscanadaadvising@northeastern.edu

Step 2: Student requests for a POA to apply for their Canadian Study Permit

- The advisor will need to contact ogscanadaadvising@northeastern.edu or flag an advisor on teams to notify that there is a transfer student and to initiate the creation of a POA letter, which the student will need to maintain their immigration status in the US while they are waiting for the study permit application to be completed
- The academic advisor at the transfer campus should alert the Director of Student Affairs at the target campus of the intercampus transfer so the Student Affairs team can send campus orientation information to students
- The advisor should notify the student of their approval and confirm with the student their ideal course registration

Step 3:

- This is done by the Academic Advisor or Program Coordinator. This cannot be done until the student has been approved their study permit for Canada and has determined the start date for their transfer. As mentioned, if the student decides to stay inside the US while they are waiting for their study permit application to be processed, they need to maintain their status in the US.