

**The University of British Columbia  
School of Library, Archival and Information Studies  
REQUEST FOR TRANSFER TO  
DUAL MAS/MLIS DEGREE PROGRAM  
FROM MAS PROGRAM OR MLIS PROGRAM**

**POLICY:**

Students enrolled in the MAS or MLIS program may apply to transfer to the Dual MAS/MLIS program. A limited number of spaces are allocated each intake for transfer students, so students should expect a competitive process. Successful applicants will be selected based on a combination of academic achievement, quality of responses to the questionnaire, and promise of professional success in the archival and library fields. Transfer applications are due by the standard application deadlines and will be reviewed by the relevant Admission Subcommittee.

**DEADLINE BY WHICH STUDENTS MUST APPLY TO TRANSFER:**

Transfer applications are due **February 1<sup>st</sup>** of each academic year. Students must apply *before* completing their first 24 credits of study.

Students accepted in the Dual MAS/MLIS program may be admitted to start the following **September** or **January** depending on available space.

**PROCEDURES:**

1. Discuss with the Chair of the program you wish to transfer into (that is, if you are an MAS student, discuss with the MLIS chair; MLIS students discuss with the MAS chair).
2. Complete the transfer application form, including a **personal statement**.
3. Have the application form signed by a Program Chair.
4. Submit completed application form to the Student Services Coordinator before the application deadline (February 1<sup>st</sup>).
5. Applications will be reviewed by the Admission Subcommittee for the program to which the student is transferring for decision.
6. If approved, the Graduate Advisor then forwards the School's recommendation for transfer by way of a **memo** (prepared by the Administrative Assistant) to the Dean of Graduate Studies, and puts a copy of the memo in the student's file.
7. Upon approval of the recommendation, the student's status is revised from the MAS program or MLIS program to the Dual Degree Program. The student continues to pay fees on the same Schedule as before the transfer until the end of the month in which the requirements for the "new" program are complete.

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NAME \_\_\_\_\_

STUDENT # \_\_\_\_\_

EMAIL \_\_\_\_\_

CURRENT PROGRAM \_\_\_\_\_

Please attach a one- to two-page **personal statement** outlining your reasons for making this request.

Date request for starting new Core coursework\*. Choose one and enter year:

January 1, \_\_\_\_\_

September 1, \_\_\_\_\_

\*Approved transfers will be effective September 1 for most applicants. Students entering the MLIS core may be permitted to start January 1 instead only if space is available.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Program Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return this form and any attachments to the Student Services Coordinator, c/o the SLAIS main office.**