

## Request Change of Start Term

This form is to be used by students who have already been accepted to TWU and wish to change/defer their start term. Students may request **one** start term deferral, after which they must reapply for admission to TWU Graduate School.

Student ID: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Original Start Term: \_\_\_\_\_ / \_\_\_\_\_ (semester/year)

New Start Term: \_\_\_\_\_ / \_\_\_\_\_ (semester/year)

Why do you want to change your start term?

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Are you an F1 visa holder? (*F1 visa holders can only begin classes in Fall or Spring semesters.*)

Do you need a new letter of admission issued for scholarship or I-20 purposes?

Where should the new letter of admission be sent?

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Student Signature: \_\_\_\_\_

Departmental Approval Signature: \_\_\_\_\_

Graduate School Approval Signature: \_\_\_\_\_

**Form Workflow:** The student completes the *Request Change of Start Term* form, electronically signs the form and forwards the form via TWU e-mail to the academic advisor.

If approved, the advisor or department approver forwards the form to the Graduate School for approval.

The Graduate School forwards the form to the Registrar's Office. The Registrar's Office changes the start term in the student's record and, if applicable, will issue a new/revised letter of admission indicating the new start term.

Any disclosure of information will be governed by the [FERPA Act](#).

In accordance with Leg. HB 1922, an individual is entitled to: request to be informed about the information collected about them; receive and review their information; and correct any incorrect information.