

Texas Woman's University
The Graduate School

Doc Type: _____ SACP _____
Description: _____ / _____
For Office Use Only

Request Change of Start Term

*Note: 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** deferral, after which they must reapply.*

Student ID	Last Name	First Name	Middle Initial

Are you an F1 visa holder? *

**F1 visa holders can only begin classes in Fall or Spring semesters.*

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

If yes, please provide the address where the letter should be sent:

Original Start Term

New Start Term

INSTRUCTIONS: Student should fill out the Student ID, Name, and Reason for Change fields, then electronically sign and forward via email to the department.

The department approver will then electronically sign the form and forward to the Graduate School.

The Graduate School will electronically sign the form and forward to the Office of Admissions Processing so that the term can be changed and, if applicable, a new letter of admission will be issued

Any disclosure of information will be governed by the FERPA act.

Reason for Change

Student Signature	Date
Department Approver Signature	Date
Graduate School Signature	Date
Processed by OAP	Date