Letter of Intent

Background. The purpose of this form is to enable a student completing a graduate degree at Texas A&M University to continue for another graduate degree without filing an admissions application through the Office of Admissions. Any break in enrollment (between the two programs) must be less than one calendar year. The admitting department's approval and signature is required before the form is submitted to the Graduate and Professional School. Submission should occur no earlier than one year from the requested semester start date.

> **Note**. Programs may require all applicants, including students wishing to submit a Letter of Intent or applicants completing graduate degrees from outside the program, to submit a formal application through the Office of Admissions. Students wishing to submit a Letter of Intent should determine the existing policies of the admitting department/program.

Instructions. (1) The student should initiate the DocuSign form by completing the requested information. (2) The form then routes to the Staff Graduate Advisor, who will review the form to ensure the information is complete and correct. (3) The Department Head or Intercollegiate Faculty Chair of the admitting department/program should complete their information, indicate whether the request is approved, and sign the form. DocuSign will then send the completed form to Graduate and Professional School for processing.

If the Letter of Intent is approved, the Graduate and Professional School will process the form. Only after this time are students are eligible to register for courses during the scheduled enrollment period for continuing students. If the student fails to complete the first degree prior to the requested semester start date, admission to the new program will no longer be valid for that semester. The admission will be deferred, if specified by the department, for up to one year from the requested semester start date. Otherwise, a new Letter of Intent form must be submitted.

Current degree program (degree) Expected completion date (semester/year)

Proposed degree program (degree,major,department) Requested semester start date *

**The requested semester start date cannot be more than one calendar year following graduation from the current program (e.g., enrolling no later than Spring 2022 for students completing the current program in May 2021.)*

Student Name UIN Date

Mailing Address Email Address

Checked and approved by Staff Graduate Advisor: _____

We have reviewed the student's credentials and have accepted or declined him/her into the above named program.

If accepted, please choose beginning term option:
(please select one) the semester named above **only**
up to one year after the semester named above

Department Head / Intercollegiate Faculty Chair - type and sign Date

SAMPLE