



# Intent to Enroll - Undergraduate

**Instructions:** This form is to be used for students currently or previously enrolled (past academic year) in associate degree programs who are seeking admission to a bachelor's degree program. 1) Student completes the General Information section. 2) NTID department completes the NTID Program Details. 3) NTID department sends ITE form to NTID Admissions. 4) NTID Admissions sends the ITE form to RIT department. 5) RIT department completes New Academic Program Details and facilitates new program entry recommendation. 6) RIT department sends form back to NTID Admissions at LBJ-1200. 7) UAO Admissions facilitates final admission decision. 8) If admitted, NTID Admissions sends ITE form to Registrar's Office to load decision and sends acceptance letter. NTID Admissions informs the NTID Chair of the decision.

## General Information

To be completed by the student

**University ID Number** \_\_\_\_\_

**Name** \_\_\_\_\_  
Last First Middle

**Home Address** Number and Street \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_

**Contact Information** Day (8:30 am - 5 pm) \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ Text: \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_

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

By signing the form, the student grants permission to the current academic department to send pertinent academic information to the requested new department in order to aid in the decision-making process.

## Existing NTID Program/ New Desired Program Details

To be completed by Current Academic Dept. Send completed form to NTID Admissions at 60-1200.

**Current Academic Department** \_\_\_\_\_

**Current Academic Program** \_\_\_\_\_

**Current Academic Plan - Major** \_\_\_\_\_

**Current Department Name (Print)** \_\_\_\_\_

**Sign** \_\_\_\_\_ **Date** \_\_\_\_\_

**Academic Program** \_\_\_\_\_

**New Academic Plan - Major** \_\_\_\_\_

Form to be completed by end of November for spring semester and by end of March for fall semester. If graduating, associate degree must be certified by end of first semester of BS/BFA-level study.

## New Desired BS/BFA Program Details

To be completed by New Academic Dept.

Return completed form to NTID Admissions at 60-1200. If applying to a College of Art and Design program requiring a portfolio, please attach the evaluation score report.

**NEW ACADEMIC DEPARTMENT**

**Activation Term** \_\_\_\_\_ **ACADEMIC SUB-PLAN** \_\_\_\_\_  
Used when this student has an option in a BS/MS

**Entering Year Level** \_\_\_\_\_ **Expected Graduation Term** \_\_\_\_\_

NEW PROGRAM ENTRY RECOMMENDATION/SIGNATURE

**(NOTE: RIT/NTID Admissions communicates final admission decision with student. Dept recommendation is taken under advisement.)**

**Accept** If recommending admission, complete all of the new program information above and sign the form below.

**Reject**

Has a transfer credit evaluation been completed?  Yes  Pending  No change

If yes, please complete and attach the appropriate Credit Articulation forms.

**New Department** Print \_\_\_\_\_ Email \_\_\_\_\_@rit.edu

Sign \_\_\_\_\_ Date \_\_\_\_\_

## NTID Admissions Office Use only

Date received from Dept. \_\_\_\_\_ / \_\_\_\_\_ Initials: \_\_\_\_\_ Negative Service Indicators: \_\_\_\_\_  
(NTID) (RIT)

Date Form Sent to Registrar: \_\_\_\_\_

## RIT Admissions Office Use Only

**Accept**  **Reject**

Undergraduate Admissions \_\_\_\_\_ Date \_\_\_\_\_

## Registrar's Office Office Use only

Date received \_\_\_\_\_ Processed by \_\_\_\_\_ Date \_\_\_\_\_