

**ATLANTA UNIVERSITY CENTER
DUAL DEGREE ENGINEERING PROGRAM**

ADVISOR'S TRANSFER SIGN OFF FORM

Instructions to Student

The following steps are required to initiate the AUC DDEP transfer process:

- 1) Complete the Undergraduate Admissions Application for the desired engineering institution
- 2) Complete the "Personal" section of the Advisor's Transfer Sign-off Form and sign the "Records Release Information" section
- 3) Submit sign-off form to DDEP Advisor at your AUC institution, along with recent transcript
- 4) Submit admissions application, Advisor's Transfer Sign-off Form, and application fee to AUC DDEP office

Instructions to DDEP Advisor

- 1) Complete page 2 of this form, indicating the GPA in each required area
- 2) Provide academic counseling to student regarding DDEP requirements
- 3) Sign and date the "Recommendation" section on page 2
- 4) Save a copy of this form for your records
- 5) Return form to student for submission to AUC DDEP office.

PERSONAL

Name _____ Email _____

Last Four Digits Social Security # XXX-XX-_____ Phone # _____

Address _____

City _____ State _____ Zip _____

AUC Institution _____ AUC Major _____

Proposed Engineering School _____ Applying for: **Spring** **Fall**
(circle one)

Proposed Engineering Major _____ Academic Year: _____

RECORDS RELEASE INFORMATION

As a participant in the Dual Degree Program, I hereby authorize the proposed engineering school and my cooperating AUC dual degree institution to release academic and other information, as required, to one another and to those agencies which provide me financial aid for purposes of proper administration of the AUC DDEP. This authorization includes the release of both Academic and Financial Aid records.

Signature of Applicant

Date

(To be completed by DDEP Advisor)

ACADEMIC

This Dual Degree applicant will have completed all the dual degree course requirements when he/she has completed the courses listed below. Please list course numbers and credit hours using the cooperating college's course numbers.

| Course # | Course | Hours | Course # | Course | Hours |
|-----------------|---------------|--------------|-----------------|---------------|--------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

RECOMMENDATION

I recommend the applicant for admission. (Special circumstances, if any, are indicated below.)

Cumulative GPA: _____ **Math GPA:** _____ **Science GPA:** _____

Signature of DDEP Advisor at AUC Institution

Date

Signature of Dual Degree Engineering Program Director

Date