

This Intent to Transfer Education Plan is designed to be used for planning your bachelor's degree at Utah State University. Follow the instructions on this page to complete your personal plan. Consult with the appropriate academic advisors at both your current institution and Utah State to ensure you plan for, and complete, all college and departmental requirements in the proper sequence. Failure to plan and monitor your educational program can lead to unnecessary problems, delays, and expense.

## Academic Advisor at the College of Eastern Utah

Name

Office Location

Office Hours

Telephone

E-mail

Advising and Orientation Office  
College of Eastern Utah  
College Center, Second Floor  
451 E 400 N  
Price UT 84501  
(435) 637-2120  
<http://www.ceu.edu/advising>

## Academic Advisor at Utah State University

Name

Office Location

Office Hours

Telephone

E-mail

This Intent to Transfer Education Plan was developed for your use by the office of:

University Advising and Transfer Services  
Utah State University  
Taggart Student Center 304  
0114 Old Main Hill  
Logan UT 84322-0114  
(435) 797-3373  
(435) 797-8067 (fax)  
<http://www.usu.edu/ats/transfer>

## INSTRUCTIONS

Submit Intent to Transfer Application with \$10 fee to the Utah State University Admissions Office.



After selecting a program of study, obtain necessary major requirement sheets from both institutions.



With both academic advisors, review all graduation degree requirements, including University, college, and departmental requirements. Make certain that you understand requirements, including GPA, for your academic program.



Together, select the courses that will satisfy all requirements and meet your educational needs. Record these in the *Record of Courses to Meet Utah State University Graduation Requirements* and the *Individual Program of Study* sections.



Have your advisors verify your planned program of study.



Make certain that you, as well as your academic advisors, sign in the appropriate places.



Make a copy for your advisor at your current institution and a copy for your personal file before sending the original form to Transfer Student Services at Utah State.



Follow your Intent to Transfer Education Plan and maintain contact with advisors at both campuses each semester.



After matriculating at Utah State, send a final transcript to Utah State with degree posted and final grades recorded.





Notes: