*This process is for a transfer of program of study, NOT a transfer of advisor*

**Process for Transfer into MCB Ph.D. Program**

**Transfer requirements**
- The student must meet the MCB admission criteria
- The student’s advisor must be an MCB faculty member
- The student is expected to continue to be supported by their original program/department for the duration of their graduate training

**MCB financial support**
In the event that support from MCB is available, it may be offered to a transferring student upon approval from the MCB Director and Graduate Committee and on semester-by-semester basis.

**Transfer Application Process**
- The transfer application packet must include the following
  - Original graduate school application packet online through GRADS
  - A statement from the student as to why a transfer to MCB is being sought
  - A copy of the student’s current DARS
  - A letter from the mentor supporting the requested transfer and detailing how the student will benefit from participation in the MCB program. Sources of financial support should be stated.
- The transfer application must be submitted to the MCB graduate committee no later than Dec. 15 for consideration of admission in the following Spring semester or April 15th for consideration of admission in the following Fall semester

**Process**
- Following each submission deadline the MCB Graduate Committee will meet to discuss each transfer application
- A decision regarding transfer to MCB will be communicated to both the student and the mentor by the end of December for Spring admission or the end of April for Fall admission.
- If admitted, the transferring student is expected to fulfill all requirements of the MCB program and is eligible for all benefits associated with the MCB program, excluding stipend and tuition (unless stated otherwise).