

Given we prefer that all forms are now executed electronically and include electronic signatures, below are instructions for completing a PDF electronically.

1. These forms can be completed with writable cells and cells that are not writable with the standard version of Adobe Reader.
2. If you access the form from the webpage, you have to download it first, and open in the Adobe application. If you try to complete the online form without downloading, saving and opening up in Adobe, it will not offer you the upper and side toolbar options you need to access to complete the form.

The download icon can be found at the top, right hand corner of the screenshot with the arrow pointing down.

This form has some fillable options which you can see in Blue.

1 / 1 | - 100% + | [Icons]

THE CATHOLIC UNIVERSITY OF AMERICA | School of Arts and Sciences

Application for a CHANGE OF MAJOR

Submit completed form to es-ugprogramsoffice@cua.edu
after speaking with the Director of Undergraduate Studies in the department in which you wish to major.

A list of Directors of Undergraduate Studies for each Department can be found [here](#).

This form is for those students whose majors are in Arts and Sciences only.
If you are in another School, please do not use this form.

NAME: _____ ID: _____

Class Level: Freshman Sophomore Junior Senior

Email: _____

I request a change of major From: _____

(please make sure to include BA or BS if applicable)

To: _____

Student Signature Date

Student - please note that you must have the signature below before submitting this form.

I have discussed this change of major with the above student and approve the request.

Signature of Director of Undergraduate Studies - New Major Date

The new major academic adviser will be: _____


Comments: _____

◆ If you are majoring in Secondary Education you must meet with the Director of Teacher Education and obtain his/her signature here: _____

Application for a change of major revised - December 2020

This form does not provide fillable cells, but is still able to be completed with Adobe Reader.

ols-form.pdf 1 / 1 100%

 **THE CATHOLIC UNIVERSITY OF AMERICA**
Office of Enrollment Services

REQUEST FOR TRANSFER BETWEEN SCHOOLS

SECTION ONE: STUDENT INFO
Submit completed form to the dean of your current school. This form may not be used to request a change from non-degree to degree-seeking. A new application to the University is required. Transfers approved after the beginning of a term will be entered in Cardinal Students effective for the next term.

Student ID: Student's Last Name: _____ Student's First Name: _____

Select Your Current School

Architecture & Planning Arts & Sciences Business Canon Law Engineering
 Law Music, Drama & Art Nursing Philosophy Professional Studies
 Social Service Theology and Religious Studies

Select the School to Which You Wish to Transfer

Architecture & Planning Arts & Sciences Business Canon Law Engineering
 Law Music, Drama & Art Nursing Philosophy Professional Studies
 Social Service Theology and Religious Studies

TRANSFER TO MAJOR: _____ TRANSFER TO DEGREE: _____

REASON FOR REQUEST: _____

DATE: _____

STUDENT SIGNATURE: _____

SECTION TWO: CURRENT ACADEMIC DEAN APPROVAL
Once approved submit to dean of new school

DEAN'S NAME (PLEASE PRINT): _____

DATE: _____

DEAN SIGNATURE: _____

SECTION THREE: NEW ACADEMIC DEAN APPROVAL
Once approved submit to Enrollment Services

DEAN'S NAME (PLEASE PRINT): _____

DATE: _____

DEAN SIGNATURE: _____

Request for Transfer Between Schools Form – Revised 12/3/2018

3. Once you have downloaded and saved the document, you can open it in Adobe, and see the Toolbars at the top and right hand side.

transfer-between-schools-form.pdf

Home Tools transfer-between-... x Sign In

1 / 1 92.7% Next Close

THE CATHOLIC UNIVERSITY OF AMERICA
Office of Enrollment Services

REQUEST FOR TRANSFER BETWEEN SCHOOLS

SECTION ONE: STUDENT INFO
Submit completed form to the dean of your current school. This form may not be used to request a change from non-degree to degree-seeking. A new application to the University is required. Transfers approved after the beginning of a term will be entered in Cardinal Students effective for the next term.

Student ID: [] [] [] [] [] [] [] []
Student's Last Name: _____ Student's First Name: _____

Select Your Current School

Architecture & Planning Arts & Sciences Business Canon Law Engineering
 Law Music, Drama & Art Nursing Philosophy Professional Studies
 Social Service Theology and Religious Studies

Select the School to Which You Wish to Transfer

Architecture & Planning Arts & Sciences Business Canon Law Engineering
 Law Music, Drama & Art Nursing Philosophy Professional Studies
 Social Service Theology and Religious Studies

TRANSFER TO MAJOR: _____ TRANSFER TO DEGREE: _____

REASON FOR REQUEST: _____

DATE: _____

To complete the form, you can use the top toolbar to access the AB option which will generate a Text Box in which to type. You can also use the X to denote answers that have boxes to complete

transfer-between-schools-form.pdf

Home Tools transfer-between-... x Sign In

Fill & Sign [Ab] X ✓ ○ — • Sign Next Close

THE CATHOLIC UNIVERSITY OF AMERICA
Office of Enrollment Services

REQUEST FOR TRANSFER BETWEEN SCHOOLS

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Student ID: [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []

Type text here
Student's Last Name Student's First Name

Select Your Current School

Architecture & Planning Arts & Sciences Business Canon Law Engineering
 Law Music, Drama & Art Nursing Philosophy Professional Studies
 Social Service Theology and Religious Studies

Select the School to Which You Wish to Transfer

Architecture & Planning Arts & Sciences Business Canon Law Engineering
 Law Music, Drama & Art Nursing Philosophy Professional Studies
 Social Service Theology and Religious Studies

TRANSFER TO MAJOR _____ TRANSFER TO DEGREE _____

REASON FOR REQUEST: _____

DATE: _____

When you need to sign, on the right hand side of the form is the Fill and Sign icon in Purple with the Pencil.

The screenshot shows a PDF viewer interface for a document titled "as-change-of-major-form.pdf". The document is from The Catholic University of America, School of Arts and Sciences, and is an "Application for a CHANGE OF MAJOR".

THE CATHOLIC UNIVERSITY OF AMERICA | School of Arts and Sciences

Application for a CHANGE OF MAJOR

Submit completed form to as-programsoffice@cua.edu after speaking with the Director of Undergraduate Studies in the department in which you wish to major.

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Class Level: Freshman Sophomore Junior Senior

Email: _____

I request a change of major From: _____

(please make sure to include BA or BS if applicable)

To: _____

Student Signature Date

Student - please note that you must have the signature below before submitting this form.

I have discussed this change of major with the above student and approve the request.

Signature of Director of Undergraduate Studies - New Major Date

The new major academic adviser will be: _____

Comments: _____

Right-hand sidebar (PDF Tools):

- Search 'Bates'
- Edit PDF
- Create PDF
- Comment
- Combine Files
- Organize Pages
- Compress PDF
- Redact
- Protect
- Fill & Sign** (highlighted in purple)
- Send for Comme...
- More Tools


Convert, edit and e-sign PDF forms & agreements

Free 7-Day Trial

If you click on the icon for Fill and Sign, it asks you who needs to sign.

4. Click on You and then the Blue Fill and Sign button.


Who needs to fill and sign?



You

Fill form fields, add text and draw or type your signature.

[Fill and sign](#)




Others

Add signers, mark where to fill and sign, send it out and track progress.

[Request signatures](#)

[Help](#)

 POWERED BY
Adobe Sign

5. It then opens the document and the pencil is at the top of the document and says Sign.

THE CATHOLIC UNIVERSITY OF AMERICA

Application for a CHANGE OF MAJOR

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(please make sure to include BA or BS if applicable)

To: _____

Student Signature

Date

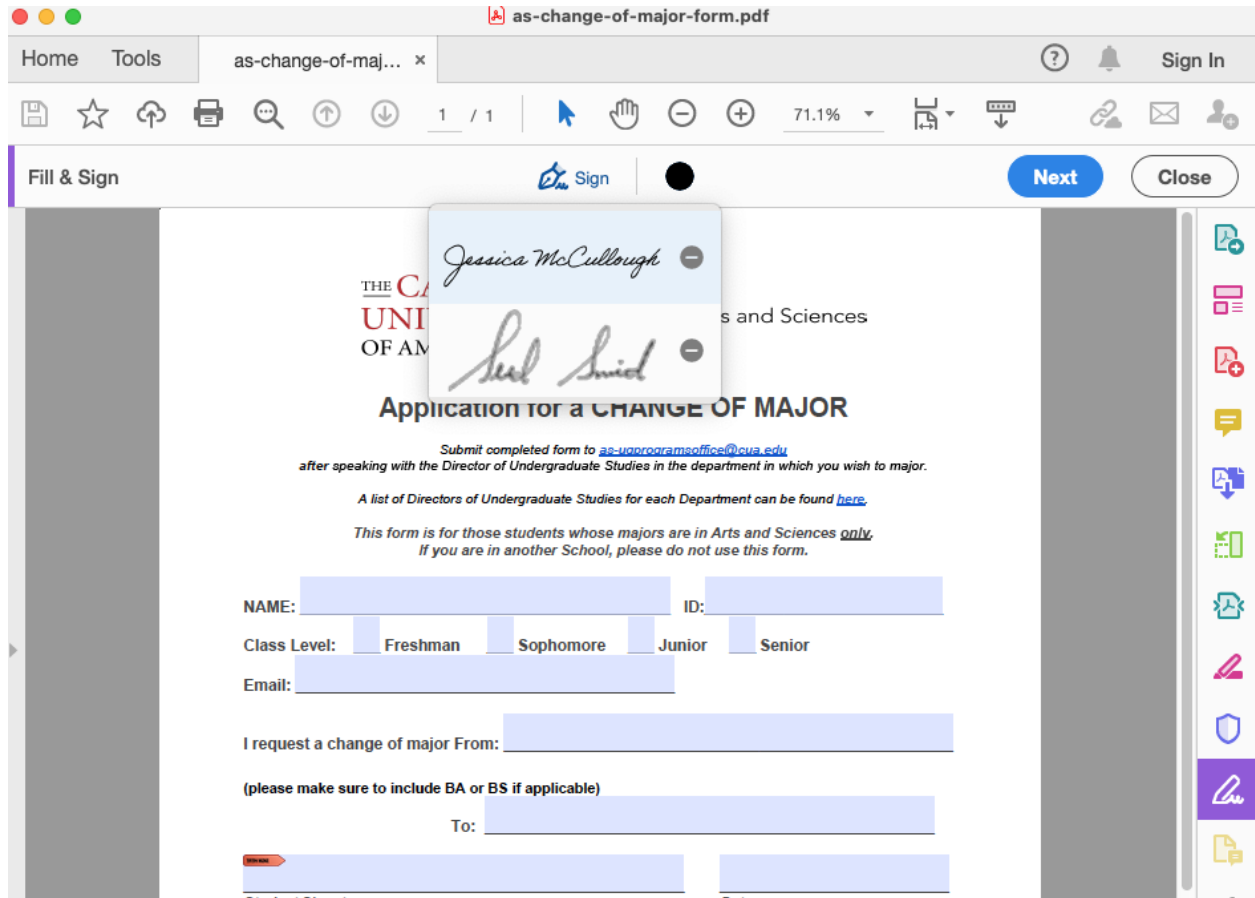
Student - please note that you must have the signature below before submitting this form.

I have discussed this change of major with the above student and approve the request.

Signature of Director of Undergraduate Studies - New Major

Date

6. From that point you can either use signatures you have saved, upload an electronic signature you have been provided or click the plus sign and follow the prompts to create a signature. As you see, I have saved signatures. Next to the signatures, where the minus sign is, there will be a plus sign where you can add a signature if you don't have one.



7. From this point, you can complete the form, save and email as an attachment to someone else (e.g the Director of Undergraduate Studies) who will do the same thing.