
Request for Concurrent Master's Degree

When to Use this Form

This form is only available for PhD students who intend to remain active in the PhD degree program and complete the master's degree along the way to the PhD. Other graduate students whose intent is to leave the PhD program must NOT use this form but should apply for change of program in the Office of Graduate Admissions.

Instructions for Student

1. Fill out all fields on the form in the top section.
2. Be certain to type your name under Submitted By in order to acknowledge that you believe yourself eligible and that all the information you have provided is true.
3. If you are an international student, be certain to indicate that you have a visa and provide the type.
4. Save the form and email it to your PhD department's Director of Graduate Studies, and the DGS for the master's program (if you are applying to a master's program in a different department from your PhD).
5. If your Director of Graduate Studies endorses your request, they will send it to the Graduate School.
6. If the master's program is not in the same department as your PhD, permission is required from both departments.

Instructions for Director of Graduate Studies

1. Review the information on the form provided by the student.
2. If you endorse the request, please check the box indicating your acknowledgement and endorsement and fill out the rest of the form under Director of Graduate Studies.
3. If the student is an international graduate student, scan and email the form to the Center for International Education (**cie@utk.edu**) for approval and skip step 4.
4. After saving the form, email the form to the Graduate School specialists at **gradspec@utk.edu** with the subject of "Submission Request for Concurrent Master's Degree Form". *Note that this form will not be acceptable if it comes from any email address other than your UT email account.*

Instructions for the Center for International Education

For international graduate students

1. Review the information on the form provided by the student.
2. If you approve the request, please print out and sign the form where indicated.
3. Deliver the form to the Graduate school, by mail or by scanning and emailing the form to **gradspec@utk.edu**. *Note that this form will not be acceptable if it comes from any email address other than an email account associated with the Center for International Education.*

Request for Concurrent Master's Degree

Name: _____
Last First Middle

Student ID #: _____ **Email:** _____ **NetID:** _____

Major: _____ **Concentration (if applicable):** _____
for concurrent master's for concurrent master's

Term to Begin Concurrent Master's: _____

Campus (Choose One): Knoxville (on-campus) Distance Education (online only) Nashville UTSI

For International Students

VISA: Yes No **Type of Visa:** _____ **CIE Approval:** _____

Additional Information (if necessary):

Submitted By: _____ **Date:** _____
Typing name above implies eligibility for this program and all information provided is true.

Director of Graduate Studies (PhD)

I acknowledge and endorse this request for concurrent master's degree for the above mentioned student. All the information provided in this form by the student is true to the best of my knowledge.

Director of Graduate Studies: _____ **Date:** _____

Department: _____

Director of Graduate Studies (Master's)

I acknowledge and endorse this request for concurrent master's degree for the above mentioned student. All the information provided in this form by the student is true to the best of my knowledge.

Director of Graduate Studies: _____ **Date:** _____

Department: _____