Dear Internal Transfer Applicant:

In order to consider your intention to transfer into the Bayer School of Natural and Environmental Sciences, the following information is required:

1. **Application form**
   Please complete and submit the attached one-page Internal Transfer Application. Note, the deadline to transfer internally for the summer/fall semester is April 20 and the deadline to transfer for the spring semester is December 20 (Forensic Science and Law applicants are reviewed on a rolling basis).

2. **Internal transfer form**
   Your current academic advisor should forward this document to Dee Dawson or Valerie Lijewski the semester before you plan to transfer.

3. **Essay**
   Please submit a typed essay, between one and two pages in length, in which you explain (a) what you would like to study in the Bayer School, (b) your personal and professional goals and (c) and how you hope that your studies in the Bayer School will help you achieve those goals.

4. **Progression towards science degree**
   Your undergraduate transcript and future plans should exemplify evidence of pursuing a BA/BS degree from the Bayer School (typically, students should have completed at least one semester of math/science courses before being considered for an internal transfer to BSNES). Internal applicants should submit a current transcript with their application.

5. **Interview**
   Forensic Science and Law transfer applicants should schedule a meeting with Valerie Lijweski. Students applying for any other BSNES major should meet with Dee Dawson before they plan to apply to go over program requirements.

Your grades, application and essay will be reviewed by the Dean/Academic Advisor, and you will be notified as soon as a decision is made. **The minimum GPA necessary for transfer into the Bayer School is a 2.5.** Please note that Forensic Science and Law transfers will need an overall cumulative GPA of 3.0 and a 2.5 GPA in math/science courses.

Please return your application and essay to:

**Applicants for Forensics**
Valerie Lijewski  
Duquesne University – 341 Fisher Hall  
600 Forbes Avenue  
Pittsburgh, PA 15282  
(412) 396-1084

**Applicants for all other BSNES majors**
Dee Dawson  
Duquesne University - 100 Mellon Hall  
600 Forbes Avenue  
Pittsburgh, PA 15282  
(412) 396-4834  
dawsond@duq.edu

Sincerely,

Dr. Philip Reeder  
Dean, Bayer School of Natural and Environmental Sciences
Internal Transfer Application
Duquesne University
Bayer School of Natural and Environmental Sciences

Application Date:_________________________  Banner ID (Available in DORI):____________________

Name:___________________________________________________________________________________________

Local Address at DU:

Street or SMC#     City  State  Zip

Permanent Address:

Street or SMC#     City  State  Zip

Cell Phone:_____________________________   Home Phone:__________________________________

Duquesne Email:_________________________  Other Email:___________________________________

What is your intended major in the Bayer School?

___ Biology-BS
___ Chemistry-BS
___ Biochemistry-BS
___ Biochemistry-BA
___ Environmental Chemistry-BS
___ Environmental Science-BS
___ Engineering
___ Physics-BS
___ Physics-BA
___ Forensic Science and Law (Students interested in this program need to contact Val Lijewski at lijewski@duq.edu)

Are you interested in the 5 year program with either an MS in Education, an MS in Environmental Management, or an MS in Biotechnology?  Y/N

Are you interested in a double major with any other program?  Y/N  If so, what program?______________________

Current school at Duquesne University: ___________________ Current Major: _______________________________

Current overall GPA: _______   Current math/science GPA: _______   Current Academic Advisor: ________________

Number of credits completed:_______      SAT Math Score: _______      SAT Verbal Score: _______      ACT: _______

Interview Date:___________________

Please attach a copy of your current Duquesne transcript to this application.

______________________________________
Signature