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## Request for Change of Embark Online

Department: \_\_\_\_\_ Department Contact: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

- If changes in text is requested, one must provide the "full text" of all changes required
- References to websites or forms must include web link addresses
- Please provide as much information as possible and return to Twamley Hall, Room 414

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1. Change to "Home":

Changes requested (provide as much detail as possible)

2. Change to "Instructions" page:

Changes requested (provide as much detail as possible)

3. Change to "Application Form" page:

Changes requested (provide as much detail as possible)

4. Change to "Documents/Essays" page:

Changes requested (provide as much detail as possible)

5. Change to "Recommendations"

Changes requested (provide as much detail as possible)

6. No changes may be made to the "Application Inspector" page

7. No changes may be made to the "Payment" page

Additional Information:

Graduate Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Graduate Admissions: \_\_\_\_\_ Date: \_\_\_\_\_

For office use only:

Date Sent to Embark: \_\_\_\_\_

Initials: \_\_\_\_\_

Date Change is Completed: \_\_\_\_\_

Requestor Notified: \_\_\_\_\_