Major/Degree Override Request Form

You are completing this Major/Degree Level Override Form because you feel as though you are well qualified for a specific opportunity within your ECS CareerEngine account—but do not match up with the specified requirements precisely.

- Please complete the form below accurately to enable you to apply to the opportunity.
- Please submit this request at least three full business days prior to the resume submission end date.
- This form is only applicable for students who have a Major and/or Degree Level that does not fit for the position for which they are trying to apply.
- If your GPA is not a fit for a position, please complete the ECS Request for GPA Consideration form and submit it to ECS in 199 Hitchcock Hall.
- Major/Degree Level Override Forms do not apply to an employer’s preselected work authorization criteria.

You can return the completed form to us in one of three ways:

- Fax: 614-292-4794
- Scan and email: ecs@osu.edu
- Mail/Walk-in: 199 Hitchcock Hall, 2050 Neil Ave., Columbus, OH, 43210

Name: ________________________________________________________________

OSU Email: ____________________________________________________________@osu.edu

Degree level being pursued: ○ BS ○ MS ○ PhD

Major: ________________________________________________________________

Overall GPA: __________________________________________________________________

Work Authorization: ○ US Citizen ○ Permanent Resident ○ F-1 Visa ○ Other

Employer Name: __________________________________________________________

Job ID#: __ __ __ __ __ __ __ __ __

Position Title: ______________________________________________________________

On-Campus Interview Date: __________________________________________________

Reason for Override Request: ○ Major does not match requirements

○ Degree level does not match requirements

Comments:

________________________________________

Engineering Career Services
Online: https://ecs.osu.edu ● Email: ecs@osu.edu ● Phone: 614-292-6651 ● Fax: 614-292-4794
199 Hitchcock Hall 2050 Neil Ave
Columbus, OH 43210