

# Application for Exchange Program at Stanford University

## Submit to:

Student Services Center  
Tresidder Memorial Union, 2nd Floor  
Monday - Friday, 9 a.m. - 5 p.m.  
650.723.7772



Graduate Admissions  
Office of the University Registrar  
482 Galvez Mall, Suite 120  
Stanford, CA 94305-6032  
gradadmissions@stanford.edu  
Fax: (650)0725.7248

**This application is only for University of California, Berkeley (UC Berkeley) or University of California, San Francisco (UCSF) graduate students who wish to enroll in Stanford courses.**

## Application and Registration Process

*Deadline:* Submit at least 4 weeks prior to the requested exchange quarter (refer to Academic Calendar under Resources). Note that a new application is required for each quarter you wish to enroll at Stanford University.

Complete the application form and obtain all signatures in the following order:

1. Discuss plans with your Home campus department representative and obtain Home campus departmental signature.
2. Discuss plans with the academic department at Stanford and obtain Stanford departmental signature.
3. Obtain Stanford course instructor signature for each class
4. Obtain approval and signature from Home campus Registrar's Office (see contact information below).
5. International students are required to obtain signature from Home campus International Student Advisor.
6. Submit application to Stanford Graduate Admissions, Office of the University Registrar or to the Stanford Student Services Center for the final approval signature.
7. Once processed, a copy of the application will be sent to your Home institution, and you will receive a confirmation email.

## Tuition and Fees

Exchange student attending exchange program pay all tuition and fees to their home school only.

## University Credit Conversion

UCSF is on the quarter system, and credits typically correspond to Stanford quarter units.

UCB is on the semester system. Stanford is on the quarter system. One Stanford unit counts as .67 UCB semester unit. For example, a 3 unit course at Stanford would correspond to 2 units at UCB. Consult the Graduate Division for further information (see contact below).

## Resources:

- ExploreCourses: <http://explorecourses.stanford.edu/>
- Academic Calendar: <http://studentaffairs.stanford.edu/registrar/academic-calendar>
- Graduate Academic Policies & Procedures: <http://gap.stanford.edu/5-8.html>

### Contact Information for UC Berkeley:

Graduate Division of the Office of the Registrar  
University of California, Berkeley  
302 Sproul Hal #5900  
Berkeley, CA 94720-5900

### Contact Information for UC San Francisco:

UCSF Office of Admissions & Registrar  
500 Parnassus, MU-200W. Box 0244  
University of California, San Francisco  
San Francisco, CA 94143-0244

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Monday - Friday, 9 a.m. - 5 p.m.  
650.723.7772



Graduate Admissions  
Office of the University Registrar  
482 Galvez Mall, Suite 120  
Stanford, CA 94305-6032  
gradadmissions@stanford.edu  
Fax: 650.725.7248

**This application is only for University of California, Berkeley (UC Berkeley) or University of California, San Francisco (UCSF) graduate students who wish to enroll in Stanford courses.**

*Submission Instructions:* After all signatures have been obtained, submit to SSC or fax to Graduate Admissions for final approval signature.

Last or Family Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Social Security Number (last 4 digits only) \_\_\_\_\_

Current Mailing Address \_\_\_\_\_

Permanent Mailing Address \_\_\_\_\_

Female  Male

Birthdate (mm/dd/yyyy) \_\_\_\_\_ Birthplace (City, State, Country) \_\_\_\_\_

Country of Citizenship \_\_\_\_\_ Phone (include area code) \_\_\_\_\_ Email Address \_\_\_\_\_

**Home Institution:**  UC Berkeley *or*  UCSF

Current Major Department \_\_\_\_\_ Current Anticipated Degree \_\_\_\_\_

Number of units for which you are currently enrolled at home campus: \_\_\_\_\_

Have you ever applied to or attended Stanford?  No  Yes If yes, when? \_\_\_\_\_ Stanford ID: \_\_\_\_\_

If you attended under another name, print name \_\_\_\_\_

**Course(s) for which you are applying at Stanford:** Application Term \_\_\_\_\_ Year \_\_\_\_\_

*Enter course(s) and obtain instructor signature for all course(s) you will be enrolling in at Stanford. See example below.*

Class Number	Subject Code	Catalog Number	Course Title	Instructor Signature	Units	Grading
12345	HISTORY	333	Approaches to History	Baker, K	4	Letter

**Approvals and Signatures**

**Student Signature:** By signing below, I certify that the information contained on this petition and all supporting documents is true and accurate. I understand that misrepresentation(s) of fact and/or circumstances may give rise to a complaint being filed with the Judicial Affairs Office for investigation as possible violation(s) of the Fundamental Standard.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Departmental Representative  UC Berkeley *or*  UCSF \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Graduate Adviser or Graduate Division  UC Berkeley *or*  UCSF \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

International Adviser Signature (required for F-1 or J-1 visa holders only) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Registrar's Office  UC Berkeley *or*  UCSF \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Stanford Approval and Signatures:**

Department Administrator Signature (Stanford) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature/Title (Stanford Graduate Admissions Office) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_