

Application for Exchange Program at UC Berkeley or UC San Francisco

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



Student Services Center

Tresidder Memorial Union, 2nd Floor
Monday - Friday, 9 a.m. - 5 p.m.
<http://helpsu.stanford.edu/?pcat=ssc>

Office of the University Registrar

482 Galvez Mall, Suite 120
Stanford, CA 94305
Fax: (650) 725-7248

Application and Registration Process:

1. Completely fill out form and obtain all signatures.
 - a. Course instructors must give permission to enroll in classes by signing the form.
 - b. Discuss plans with your Stanford department and obtain Stanford departmental signature.
 - c. Discuss plans with your academic department at exchange institution and obtain UC Berkeley or UCSF departmental signature.
 - d. Obtain approval and signature from exchange institution's registrar's office (see contact information below).
 - e. International students are required to obtain a signature from Stanford University's Bechtel International Center.
 - f. Submit the application to the Stanford University Office of the University Registrar or to the Stanford Student Services Center for the final approval signature.
 - g. Once processed, your copy of the form is sent to the host institution, and you will receive a confirmation email.
2. A new application is required for each quarter at exchange institution.
3. Stanford students attending exchange program pay all tuition and fees to Stanford.
 - a. UCSF is on the quarter system, and credits typically correspond to Stanford quarter units.
 - b. UC Berkeley is on the semester system. One UC Berkeley semester unit counts as 1.5 Stanford units. For example, a 2 unit course at UC Berkeley would correspond to 3 units at Stanford. This is important when calculating tuition if you wish to stay within the 8, 9, 10 unit Stanford tuition rate. Consult your Stanford academic department about tuition, funding, and unit load.
4. Your application must be submitted prior to the academic deadlines of both institutions. For deadlines, please view Stanford's Academic Calendar, and view the contact information below for the host institution's deadlines.

Contact Information for UC Berkeley:

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

Contact Information for UC San Francisco:

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

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Submit completed form to the Student Services Center, or fax to the Registrar's Office, for the final approval signature.

Last or Family Name	First	Middle	Stanford Student Number (first digit is 0)
Country of Citizenship		Birthdate	
Phone (include area code)		Email Address	

Proposed Exchange Institution: UC Berkeley *or* UCSF

Current Stanford Department _____ Current Anticipated Degree _____

Number of units for which you are currently enrolled at Stanford (minimum required is 4 units): _____

Have you ever attended the proposed exchange institution (i.e., UC Berkeley or UCSF): If yes, when? _____

If you attended under another name, print name _____

Course(s) for which you are applying at the proposed exchange institution: Term _____ Year _____ Start date _____ End date _____

Contact UC Berkeley or UCSF for class schedules. You must comply with all enrollment deadlines listed at the proposed exchange institution.

Subject Code	Catalog Number	Class Number	Units	Grading Basis	Course Title	Instructor	Day/Time

Total units of Stanford _____ and UC Berkeley/UCSF enrollment: _____ (18 units max; see '3b' above for converting UCB units)

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 Office of Community Standards for investigation as possible violation(s) of the Fundamental Standard.

Student Signature	Date
Department Administrator Signature (Stanford)	Print Name
Departmental Representative (UC Berkeley or UCSF)	Date
Registrar's Office (UC Berkeley or UCSF)	Print Name
Bechtel International Adviser Signature (required for F-1 or J-1 visa holders only)	Date

Final Approval Signature: Submit to Student Services Center or fax to Registrar's Office to obtain this signature.

Signature/Title (Stanford Registrar's Office)	Print Name	Date
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