

## Students of New Faculty Instructions and Biodemographic Form

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### APPOINTMENT INFORMATION

**Biodemographic Form:** Parts 1 – 3 to be completed by student. Submit form to your academic department to complete part 4. *Non US citizens/US permanent residents must submit a legible copy of the passport biographic page(s).*

**Deadline:** Form must be completed, signed by your Stanford Departmental Graduate Studies Administrator and submitted by the department to Graduate Admissions, Office of the University Registrar, at least **30 days\*** before the first day of classes of your intended Stanford academic start term.

*\*International students who do not already have a US student visa (F-1 or J-1) MUST submit the Bio-Demographic form, I-20/DS-2019 request and financial certification at least **60 days** before the first day of classes of the intended Stanford academic start term. For forms and instructions go to [http://icenter.stanford.edu/students/new/visa\\_stanford\\_grad.html](http://icenter.stanford.edu/students/new/visa_stanford_grad.html).*

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### ENROLLMENT INFORMATION

**Authorization to Enroll:** When your appointment has been processed by Graduate Admissions, Office of the University Registrar, you will receive **your Stanford ID number** and will be able to gain access to Axess to view your student record.

**How to Enroll:** When your non-matriculated appointment has been authorized and processed, obtain a Pink Study List card from the Student Services Center located on the 2<sup>nd</sup> floor of Tresidder Union. Use this card to enroll in the TGR (terminal graduate registration) course offered by your Stanford academic department. Present the completed Pink Study List card to the Student Services Center by the [preliminary study list deadline](#). Failure to enroll in the appropriate TGR course for a term during the academic year may result in the termination of the student's status at Stanford. Summer enrollment is optional subject to the relevant policies of Stanford and of the home institution.

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### FEES

**Cardinal Care Health Insurance:** You will automatically be enrolled and billed for Cardinal Care health insurance unless you demonstrate to Vaden Health Center that you have comparable alternative coverage and take the necessary steps to [waive Cardinal Care](#). You will also be charged the quarterly [Campus Health Services Fee](#), which cannot be waived.

**Document Fee:** You will be charged a one-time Document Fee. ASSU (Associated Students of Stanford University) fees will also be applied to your bill.

**Tuition:** [TGR \(terminal graduate registration\)](#) tuition rate applies for every quarter in which you are in this status at Stanford.

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# Students of New Stanford Faculty: Appointment Extension/Termination

## Required Signatures:

- Student
- Department Administrator
- Office of the Vice Provost for Graduate Education (VPGE)



Mail or Fax completed form to:  
Graduate Admissions  
Office of the University Registrar  
Stanford University  
482 Galvez Mall, Suite 120  
Stanford, CA 94305-6032  
Fax: (650) 725-7248

Parts 1-3 to be completed by student. Non US citizens/US permanent residents must include a legible copy of the passport biographic page(s).

## 1. BIOGRAPHIC INFORMATION

Last (Family Name) First Name Middle Name  
*(as printed on passport)*

Gender Date of Birth (e.g., 12-01-1986 for Dec. 1, 1986)

Female \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Male MM DD YYYY City, State (or Province) & Country of Birth

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Country (ies) of Citizenship  
US Social Security Number (if applicable)

## US Citizenship Status

- US citizen
- Registered US Permanent Resident - Alien Registration Number A-\_\_\_\_\_
- Non-Citizen If you are currently in the US, what is your visa status? \_\_\_\_\_

## 2. CONTACT INFORMATION

Current Mailing Address (include City, State (or Province)/Country, Post/Zip Code)

Permanent Mailing Address (include City, State (or Province)/Country, Post/Zip Code)  
If you are a not a US citizen/US permanent resident, you **MUST** provide your permanent home address outside the US.

Email \_\_\_\_\_ Check to indicate Preferred Phone Number:  Home \_\_\_\_\_  
 Cell \_\_\_\_\_

### 3. ACADEMIC INFORMATION

Name of Home Institution \_\_\_\_\_ Country \_\_\_\_\_

Department or Program \_\_\_\_\_

Have you ever applied to or attended Stanford University?  Yes  No

If you attended Stanford University before, what year(s) did you attend? \_\_\_\_\_

Stanford Student Number \_\_\_\_\_

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

\_\_\_\_\_  
Date

### 4. STANFORD DEPARTMENT APPROVAL

**Instructions:** Submit this form at least **30 days\*** prior to the first day of classes of the anticipated Stanford academic start term to **Graduate Admissions, Office of the University Registrar (MC 6032) or fax to (650) 723-8371**; please make sure copies are legible. You will be notified when the appointment has been processed.

- Copy of signed Affiliation Agreement
- If applicable, copy of passport biographic page(s) for international students
- If applicable, completed I-20/DS-2019 and financial certification for international students

**\*Application due at least 60 days prior to first day of classes, if international student coming from overseas does not have a visa sponsored by a US institution.** Completed I-20/DS-2019, copy of passport biographic page(s) and financial certification must accompany this form. The visa document will be issued by Bechtel International Center, but only after Graduate Admissions has received all completed documentation and authorized non-matriculated enrollment. Include copy of passport biographic page(s) for accompanying dependents.

Stanford Enrollment Academic Term(s)  Autumn  Winter  Spring  Summer

Academic Year \_\_\_\_\_ (e.g., 2011-12)

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Email

\_\_\_\_\_  
Department Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office of the Vice Provost for Graduate Education (VPGE) Signature

\_\_\_\_\_  
Date