

Application for Reinstatement in Graduate Study



Graduate Admissions
Office of the University Registrar
482 Galvez Mall, Suite 120
Stanford University
Stanford, CA 94305-6032
(866) 432-7472; Fax: (650) 723-8371

The Application for Reinstatement is required of former graduate students who wish to return to a degree program in which they were previously enrolled. Students seeking re-enrollment in multiple degree programs must file a reinstatement application for each program.

Reinstatement Policy

Graduate students must enroll for all three terms (Autumn, Winter, Spring) of each academic year until their degree has been conferred. The only exception is for a leave of absence approved prior to departure from the program(s). Departments are not obligated to approve reinstatement of students. Reinstatement decisions may be based on the applicant's academic status when last enrolled, activities while away from campus, length of absence, the perceived potential for successful completion of the program, the ability of the department to support the applicant both academically and financially, as well as any other relevant factors or considerations.

Application Deadline

A completed and department-approved application must be received by Graduate Admissions, Office of the University Registrar, on or before the first day of the term in which re-enrollment is requested. After this date, the application will be processed for the subsequent term. Departments or programs may require earlier deadlines. Please check with your department.

Students whose master's program or doctoral candidacy has expired must have extensions of their programs or candidacy approved by their departments before reinstatement may be approved.

Non-U.S. Citizens: Applicants for reinstatement who are not U.S. citizens must have a current visa status that allows for study at Stanford University. Applicants who require an I-20 (for F-1 visas) or DS-2019 (for J-1 visas) must submit the application and Financial Resources Certification form at least 30 days prior to the first day of the reinstatement term to allow sufficient time for I-20 and DS-2019 processing. I-20 and DS-2019 request forms may be found at the Bechtel International Center's web site at <http://icenter.stanford.edu/quick-reference/forms.html>.

Application Requirements

Submit the following with this application to your academic department for review:

1. Statement of Purpose: Describe activities since leaving Stanford as well as reasons for requesting reinstatement.
2. Transcripts: Work from any educational institution attended since last enrollment at Stanford.
3. Supplementary credentials (if applicable): Departments may require supplementary credentials in addition to the application. Check with your department.
4. If your application is approved, you will be billed \$125 for the reinstatement fee.

