## 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.

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Please make sure that the form is legible

☐ Mr.						
☐ Ms.						
Last or Family Name			First	Middle	Stanford Student Number	
Name unde	er which you previo	usly enrolled at Stanfo	ord	Other name(s), if any, on	your educational records	
Current Email Address					Phone (include area code)	
Birthdate			Birthplace		Country of Citizenship	
If you are a	a non-U.S. citizen	currently in the U.S.	, what is your immig	ration status?		
□ F1	F1  J1  Permanent Resident			SEVIS Number: N		
<b>□</b> F2	<b>□</b> J2	☐ Other (Spec	ify Type)			
Program in	n which you were e	nrolled at Stanford:	Last Term/Year Enro	olled		
Department						
Term for w	hich you now wish	to apply (Quarter/Yea	r)			
What degre	ee requirements are	not yet completed? _				
Anticipated	l quarter/year of deg	ree conferral:				
Are you app	plying for financial	nid such as a fellowshi	p or assistantship?	☐ Yes ☐ No		
Non-Stanfo	ord scholarships app	lied for (submit verifi	cation of awards alread	dy received)		
Are you app	plying under Stanfo	rd's Honors Cooperat	ive Program?	Yes 🔲 No		
If yes, give	name of sponsoring	company				
Student Sig	gnature:					
Signature Date						
Note: If gra	nted, re-enrollment must be submitted	is permitted only for	the term indicated abo	ove. If the applicant does no	t register for that term, a new	
			Reinstatement deci	sion made by:		
Approve Denied	ed					
	Authorized Signa (Department or		Title	Print Name	Date	
Registrat Authorize	cion ed					
	Graduate Admis	ions. Office of the U	niversity Registrar	Print Name	Date	

08/2013