

Application for Reinstatement in Graduate Study



Graduate Admissions
Office of the University Registrar
630 Serra Street, 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 your academic department 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 three weeks prior to the deadline to allow sufficient time for I-20 and DS-2019 processing. Financial Resources Certification forms may be found at <http://gradadmissions.stanford.edu/information/publications.html>.

More information for international graduate students may be found at <http://gradadmissions.stanford.edu/information/international.html> or through Stanford's Bechtel International Center at <http://icenter.stanford.edu>.

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. A check payable to Stanford University in the amount of \$275 (\$125 application fee and \$150 reinstatement fee). The reinstatement fee (\$150) will be refunded if the application is denied; the \$125 application fee is non-refundable.

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Please type or print

Mr.
 Ms.

_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Last or Family Name	First	Middle							Stanford Student Number

Name under which you previously enrolled at Stanford _____ Other name(s), if any, on your educational records _____

Current MAILING Address _____ Phone (include area code) _____

Current HOME Address _____ Email Address _____

Birthdate _____ Birthplace _____ Country of Citizenship _____ Social Security Number _____

If you are a U.S. citizen or permanent resident, please indicate your ethnic origin. Although self-identification is entirely voluntary, the U.S. Department of Education requires Stanford to report on the composition of its student enrollment.

African American/Black Asian American/ Pacific Islander Caucasian Ethnic Hawaiian
 American Indian/Alaska Native; indicate tribal affiliation: _____ Other
 Mexican American/Chicano Puerto Rican Other Hispanic Decline to state

If you are a non-U.S. citizen currently in the U.S., what is your immigration status?

F1 J1 Permanent Resident SEVIS Number: N _____
 F2 J2 Other (Specify Type) _____

Program in which you were enrolled at Stanford: Last Term/Year Enrolled _____

Department _____ Degree Goal _____

Term for which you now wish to apply (Quarter/Year) _____

What degree requirements are not yet completed? _____

Anticipated quarter/year of degree conferral: _____

Are you applying for financial aid such as a fellowship or assistantship? Yes No

Non-Stanford scholarships applied for (submit verification of awards already received) _____

Are you applying under Stanford's Honors Cooperative Program? Yes No

If yes, give name of sponsoring company _____ HCP Contact Phone No. _____

Student Signature:

Signature _____ Date _____

Note: If granted, re-enrollment is permitted only for the term indicated above. If the applicant does not register for that term, a new application must be submitted.

Reinstatement is approved by:

Approved
 Denied

_____	_____	_____
Authorized Signature (Department or School)	Print Name	Date

Registration Authorized

_____	_____	_____
Graduate Admissions, Office of the University Registrar	Print Name	Date

Statement of Purpose for Reinstatement

Type or print a brief statement concerning both your past work in your intended field of study and related fields, your plans for graduate study at Stanford, and your subsequent career plans. As this is an important part of your application, please describe the relevance of your past work and future intentions to the program for which you are applying. (You may attach an extra sheet to this page if necessary.)

Name (Last, First, Middle)

Date