

# Application for Reinstatement in Graduate Study



Graduate Admissions  
Office of the University Registrar  
630 Serra Street, Suite 120  
Stanford University  
Stanford, CA 94305-6032  
(650) 723-4291; 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 in the Graduate Admissions Office 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 the Graduate Admissions Office, Office of the University Registrar:

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 \$255 (\$105 application fee and \$150 reinstatement fee). The reinstatement fee (\$150) will be refunded if the application is denied; the \$105 application fee is non-refundable.
5. Non-U.S. Citizens: Copy of current I-20 or DS-2019, if applicable.

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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.)

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Name (Last, First, Middle)

Date