Request for Last Units Out of Residence (Undergraduates only)

Submit in person to:
Student Services Center
Tresidder Memorial Union, 2nd Floor
Monday - Friday, 9 a.m. - 5 p.m.
http://helpsu.stanford.edu/?pcat=ssc

Mail or fax to:
Office of the University Registrar
Stanford University
630 Serra Street, Suite 120
Stanford, CA 94305-6032
Fax: (650) 725-7248

Please type or print

Students may petition to complete their final 15 units out of residence to complete their degree requirements. See the transfer credit web site for policies and procedures: http://registrar/students/academics/xfer_credit.htm. Transcripts from the transfer credit institution must be submitted to Stanford University prior to the degree conferral date. **Form deadline: The Final Study List deadline of your degree conferral quarter.**

A registration status is required to graduate. Select the appropriate status below:

❒ Graduation Quarter: I have completed all my Stanford requirements with the exception of transfer credit I am completing out of residence. (Graduation Quarter tuition is $100).

❒ Permit for Services Only: I am completing an honors thesis or clearing incompletes at Stanford in addition to completing final units out of residence. (PSO tuition in 09-10 is $3012 per quarter).

You must submit an application to graduate through Axess. Have you applied to graduate? Yes ❒ No ❒

Indicate the term and year you intend to graduate _____

Last or Family Name	First	Middle
Stanford Student Number (8 digits, first digit is 0)	Phone Number (include area code)	Email Address
Mailing Address	City State	Zip
Major Department	Adviser	
University/College you will attend		

Quarter and academic year in which you will complete these units: ❒ Autumn ❒ Winter ❒ Spring ❒ Summer 20_____ – 20_____

Transfer course(s) you will complete at your other school (e.g., MATH 10, Calculus, 4 quarter units). Attach course descriptions. Indicate if you intend on fulfilling a GER or major requirement with the course.

Transfer Course Subject & Catalog #	Course Title	Quarter Units	GER (if applicable)	Major Requirement (y/n)

Signatures: You must obtain the signature of the departmental administrator authorized to certify that your plan will complete all major requirements.

Departmental Administrator Signature	Print Name	Date
International Students (F-1 & J-1 Visa Holders Only): Bechtel International Center Adviser Signature	Print Name	Date
Student Signature		Date

For Registrar's Office Use Only

Approved _____ Denied _____ Postponed _____ Notified _____ P _____