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## Readmission Application

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### INFORMATION FOR GRADUATE READMISSION APPLICANTS

**GENERAL INFORMATION:** If you are returning to the same major and degree program, use this form. If you are returning to a **new** major and/or degree program, you must submit a complete **Application for Admission** to Graduate Admissions. **DO NOT USE THIS FORM.**

**A non-refundable \$60 fee is REQUIRED FOR EVERY APPLICATION.**

Your completed application should be filed with the Office of Graduate Studies by the appropriate **admissions deadline**. Late filing of the application may result in delayed registration and a \$110 late payment fee assessment (payable at the time of registration).

**INTERNATIONAL STUDENTS:** Those who are on or who will need an F-1 visa must also submit a properly completed *Certification of Finances* form showing that they have the required amount of funds to cover fees and living expenses for their first year before an I-20 can be issued.

**TRANSCRIPTS:** Official transcripts covering all work completed (including UC Davis Extension or concurrent enrollment) since last attending UC Davis as a graduate student must be provided before the application will be processed. These transcripts should be sent to Admissions in Graduate Studies to ensure proper handling. If you are returning after an extended period, you may be required to provide new transcripts, application or other documentation.

**STATEMENT OF LEGAL RESIDENCE:** A *Statement of Legal Residence* form is required of every readmitted student, regardless of the length of time away from UC Davis. Please complete the form and return it with the *Application for Readmission*. Questions concerning residency should be directed to the Residence Deputy in the Registrar's Office at (530) 752-4749.

**PROCESSING OF APPLICATION:** Once the completed application, the necessary transcripts, and the readmission fee have been received in the Office of Graduate Studies, the application will be forwarded to the graduate adviser of the designated program for approval.

It is the student's responsibility to provide any supporting documents that may be required by the program (i.e. new statement of purpose, letters of recommendation, GRE scores).

Applicants will be notified at their address on file when a decision has been made. Please be sure to notify both the Registrar's Office and Graduate Studies of any change of address.

**REGISTRATION:** The Registrar's Office or Graduate Studies will send registration information along with other important information during the preceding quarter/summer of readmission. Please read this material carefully. Questions should be directed to the Registrar's Office at (530) 752-2973, or by e-mail at [registrar@ucdavis.edu](mailto:registrar@ucdavis.edu). You may also visit their Web site at <http://registrar.ucdavis.edu>.

Readmits are eligible to pre-enroll for classes using the Student Information System (SISWEB). Details on how SISWEB works can be found at <http://sisweb.ucdavis.edu> or in the *Class Schedule and Registration Guide*, available in the UC Davis Bookstore and at <http://registrar.ucdavis.edu>. If the readmission packet is not received, it is the student's responsibility to contact the Registrar's Office to obtain the information in time to register before late registration and avoid the \$110 late fee.

**RE-APPLYING:** Applicants unable to register the quarter for which they applied, must file a new application and pay the readmission fee. Eligibility for readmission will be re-evaluated at that time.

# UC DAVIS

## OFFICE OF GRADUATE STUDIES

One Shields Avenue, Davis, CA 95616, U.S.A.  
(530) 752-0650  
www.gradstudies.ucdavis.edu

Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Name of previous record (if different): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

### NOTE: All Information Must Be Provided to Ensure Processing

I hereby request readmission to the University of California, Davis for \_\_\_\_\_ Quarter, 20\_\_\_\_.

Date of last enrollments: \_\_\_\_\_  
quarter and year

Graduate program and degree objective at time of withdrawal: \_\_\_\_\_

Major program and degree objective to which you request readmission: \_\_\_\_\_

Reason for readmission: \_\_\_\_\_

Proposed completion date: \_\_\_\_\_

List below any educational institutions attended since last registered at UC Davis (including other campuses of the UC System):

Name and Location of School/College	Entered Month/Year	Withdrew Month/Year	Type of Degree Conferred or To Be Conferred	Date of Conferral

### NOTE: APPLICANT MUST SUBMIT OFFICIAL TRANSCRIPTS FROM INSTITUTIONS LISTED ABOVE.

I certify that this information is true and complete:

\_\_\_\_\_  
(Applicant Signature) Date: \_\_\_\_\_

### FOR GRADUATE STUDIES AND PROGRAM USE ONLY

Approved \_\_\_\_\_ Date: \_\_\_\_\_  
(Graduate Adviser) (Please sign and PRINT name)

Denied \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

Approved \_\_\_\_\_ Date: \_\_\_\_\_  
(Dean of Graduate Studies)