

#### 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 \$70 fee is REQUIRED FOR EVERY APPLICATION.** Fee must be paid at the Cashier's Office before this application is presented to Graduate Studies. Fee subject to change without notice.

Your completed application should be filed with the Office of Graduate Studies by the last day of late registration (10th day of instruction). 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 to SISS 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 may be required upon your approved readmission, depending on the length of time away from UC Davis, or changes to immigration or visa. Read about [Readmission and Residence for Tuition](#) at the University Registrar website. Questions concerning requirements for California Residence should be directed to the Residence Deputy in the University Registrar's Office at (530) 752-4749. For further information go to [Continuing UC Davis Students and Residence for Tuition Purposes](#).

**PROCESSING OF APPLICATION:** The applicant should, 1) obtain the graduate program adviser's signature, 2) pay the fee at the Cashier's Office, and 3) submit the application to the Office of Graduate Studies 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 by email when a decision has been made.

**REGISTRATION:** For information on registration procedures, dates and deadlines, please visit the Registrar's website 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 on the Office of the University Registrar's *Registration Information* page, at <http://registrar.ucdavis.edu/registration/index.cfm>. 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 for readmission, must file a new application and pay the readmission fee again. Eligibility for readmission will be re-evaluated at that time.

# UC DAVIS

## GRADUATE STUDIES

250 Mrak Hall | One Shields Ave.  
 Davis, CA 95616  
 (530) 752-0650  
 gradstudies.ucdavis.edu

### Readmission Application

The \$70 readmission fee must be paid at the Cashier's Office before this application is submitted to Graduate Studies. Fee is subject to change without notice.

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
 Current Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

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

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 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: \_\_\_\_\_

**GRADUATE PROGRAM USE ONLY**

Approved  Denied – (Attach supporting documentation)

\_\_\_\_\_  
 (Graduate Advisor with signing authority – sign and print) Date: \_\_\_\_\_

**GRADUATE STUDIES USE ONLY**

Approved  Denied

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