



Request to Return and Register in Undergraduate Study

Academic Advising, Office of the Vice Provost for Undergraduate Education
Sweet Hall, 1st Floor, Stanford University, Stanford, CA 94303-3085
(650) 723-2426, (650) 725-1436 (fax), advising@stanford.edu, <https://advising.stanford.edu>

Accessibility Note

This form is intended only for students using **screen reader technology**. To ensure faster processing times for all requests, students who are not using screen readers should instead complete the fillable PDF forms available on the [Academic Advising website](#). Students who submit an incorrect version of this form will be asked to redo and resubmit their request.

Purpose

A *Request to Return and Register in Undergraduate Study* should be submitted by undergraduates who seek to:

- Return from an expired or unsubmitted Leave of Absence regardless of how long they have been away; or
- Return from a completed academic suspension.

Coterminal degree students should not use this form. They should instead submit a [Coterminal Request for Reinstatement](#) form.

Request Submission Deadline

Finalized requests, including any suggested revisions, should be submitted to your Undergraduate Advising Director (UAD) no later than the Term Withdrawal deadline of the quarter prior to your intended return (usually Week 7). See the [academic calendar](#) for Term Withdrawal dates. If you have already missed these deadlines, please seek immediate guidance from your UAD before taking any further steps.

Note that Financial Aid and Housing have separate application processes with their own deadlines. You will not be able to apply for these services until your *Request to Return and Register* has been approved and fully processed.

Instructions

- Make an appointment with a UAD to begin discussing your situation 8-12 weeks prior to your intended return. If you have been away for more than 5 years, you should contact a UAD at least 2 quarters prior to your intended return. You can make an appointment on the Academic Advising website.
- Clear any obligations to the University (e.g. financial holds or other enrollment holds). **NOTE: Your request will not be processed until all obligations are resolved.**
- Write a personal statement (approximately 1-2 pages) describing the circumstances that led you to take time away from Stanford, how you have been using your time away, and how you will support your academic success after your return to the university. Include the following:
 - If academic or personal challenges affected your ability to succeed academically at Stanford, discuss how these factors impacted your academic performance.
 - Reflect on the behaviors that supported or impeded your academic success during your previous time at Stanford and discuss how you will apply this awareness after your return.
 - Discuss resources you will use to support your success if you encounter challenges after your return.
 - Detail plans for completing any missing/unreported grades (i.e., GNR, I, L, and N).
 - List intended courses for your return quarter, as well as your longer-term academic plans. If you have not yet declared a major, discuss steps you will take to make progress toward choosing and declaring a major.
- Obtain the requested information and signatures from your major department (if declared) and from your UAD.
- Collect and attach any relevant non-medical documentation (e.g., emails or other correspondence) to support any claims made in your statement, where needed, in consultation with your UAD.
- If you are aware of a medical or health-related issue that may impact your return to the university or your academic experience once you return, you should contact the Office of Accessible Education (oea-contactus@stanford.edu). Consult a representative from that office to learn what services are available to you and what information or documentation you must provide to receive those services.
- If you are an international student, discuss your return with a representative from Bechtel International Center and obtain their signature on this form.
- Submit the form, personal statement, academic plan, and supporting documentation to your UAD. Your UAD may ask you to submit revisions or to meet again to discuss your request in more detail.

Notification

You will receive a first email notification from Academic Advising once your request has been reviewed. You will receive a second notification from the office of the University Registrar once your request has been fully processed and your undergraduate program has been reactivated. Please provide an active non-Stanford email address on the form to ensure that you receive these notifications. Incomplete requests, including those without all required signatures, will not be reviewed. Requests submitted after the deadline may not be reviewed.



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Please complete all information fields below. Read the instructions carefully and submit the completed form and all supporting statements/documentation to your Undergraduate Advising Director.

STUDENT INFORMATION

Last Name: Enter Last Name First Name: Enter First Name Middle Name: Enter Middle Name

Stanford ID: Enter Stanford ID Stanford Email Address: Enter Stanford Email Address

Non-Stanford Email: Enter Non-Stanford Email Expected Graduation Quarter & Year: Enter Expected Graduation Quarter & Year

Declared Major (or write "Undeclared"): Enter Declared Major or Undeclared 2nd Major: Enter 2nd Major (if applicable)

International Student: ☐ Yes ☐ No *If yes, a Bechtel International Center signature is **required** below under "Additional Signatures".*

By signing below, I certify that the information contained on this form and all supporting documentation are true and accurate. I understand that misrepresentation(s) of fact and/or circumstance(s) may give rise to a complaint being filed with the Office of Community Standards for investigation as possible violation(s) of the Fundamental Standard.

	Print Full Name	Enter Date
Student Signature	Print Full Name	Date

INTENT TO RETURN

Requesting to return from: ☐ Expired or unsubmitted Leave of Absence ☐ Academic Suspension

Intended Year of Return: Enter Intended Year of Return (e.g., 2024-2025) Intended Quarter of Return: Enter Intended Quarter of Return (e.g., Autumn)

Last Year You Were Enrolled: Enter Last Year You Were Enrolled (e.g., 2019-2020) Last Quarter You Were Enrolled: Enter Last Quarter You Were Enrolled (e.g., Spring)

☐ I affirm that I have attached a **personal statement** that accurately describes my situation and how I will support my academic success after my return.

☐ I have also attached any **documentation** (e.g., email correspondence) referenced in my statement.

ADDITIONAL SIGNATURES

Please note that certain types of requests require additional signatures:

- International students requesting to return **must** obtain a signature below from Bechtel International Center.
- Additional signatures may be needed depending on student circumstances (e.g. OAE, Resident Director, School of Engineering, etc.). Consult with your UAD to determine whether additional signatures are necessary.

Office Representatives: Your signature below indicates that the student has discussed their request with you, that you can verify any circumstances documented by or relevant to your office that the student has described in their statement, and that you do not object to their request submission.

	Print Full Name	Enter Date
Bechtel International Center Signature (if required)	Print Full Name	Date
	Print Full Name	Enter Date
Additional Signature (as recommended)	Print Full Name	Date

MAJOR DEPARTMENT OR PROGRAM INFORMATION (to be completed by department representative)

Students who have officially declared a major should contact their major department or program to discuss their remaining major requirements. All students who have declared a major must include information and a signature below from a department or program representative (usually a Student Services Officer).

Email statements sent by department or program representatives from an official Stanford email address may serve in place of the information and signature on this form as long as the email statement addresses all questions listed below.

1. Has the student fulfilled all major requirements? ☐ Yes ☐ No
2. If no, please list all major requirements still to be completed by the student (or attach a signed program sheet or MAP report that accurately lists all remaining requirements).

Click or tap here to enter text.

3. If you have additional information to provided, please include it here.

Click or tap here to enter text.

Department Representatives: Your signature below indicates that the student has discussed their request with you, that the information listed above is true to the best of your knowledge, and that you do not object to their request submission.

Enter Major Department or Program

Major Department or Program

Print Full Name

Enter Date

Department Representative Signature

Print Full Name

Date

UNIVERSITY GENERAL EDUCATION REQUIREMENTS INFORMATION (to be completed by UAD)

While working with their Undergraduate Advising Director (UAD) to complete this request, students should also discuss their remaining university General Education Requirements (e.g. COLLEGE, Ways requirements, Writing and Rhetoric requirement, Language requirement). All students must include information and a signature below from their UAD.

Email statements sent by the UAD from an official Stanford email address may serve in place of the information and signature on this form as long as the email statement addresses all questions listed below.

1. Has the student fulfilled all General Education Requirements? ☐ Yes ☐ No
2. If no, please list all General Education Requirements still to be completed by the student (or attach a MAP report or Degree Progress Report that accurately lists all remaining requirements).

Click or tap here to enter text.

3. If you have additional information to provide, please include it here.

Click or tap here to enter text.

Undergraduate Advising Directors: Your signature below indicates that the student has discussed their request with you, and that the information listed above is true to the best of your knowledge. It does not necessarily indicate an endorsement of the request.

Print Full Name

Enter Date

Undergraduate Advising Director Signature

Print Full Name

Date

VPUE Administrative Use Only

Recommendation: Initial Enter Initials **Date** Enter Date ☐ Approve ☐ Deny

Final Decision: Initial Enter Initials **Date** Enter Date ☐ Approve ☐ Deny

ERB Comments Only:

Click or tap here to enter text.

Logged (initials/date): Recorded: STF Coded: Student Notified:

Forwarded to Registrar's Office: