

The Graduate School of Arts and Sciences at Harvard University

Office of the Dean • Smith Campus Center, 3rd Floor • 1350 Mass. Ave. • Cambridge, MA • 02138

Readmission Information and Instructions

Students should apply for readmission through the Dean's Office in Smith Campus Center if they wish to return to the same GSAS program and were previously registered in the Graduate School of Arts and Sciences (GSAS) long enough to have paid at least one installment of tuition and were then not registered for a full term or longer. There is no application fee.

Please note: there is a separate application for those who wish to be readmitted only to receive the PhD degree (has defended or is ready to defend dissertation). If you will be applying to a different GSAS program, please see information about intra-faculty transfers at <http://gsas.harvard.edu/apply/transfer.php>

Students will have the opportunity to apply for readmission **three** times, with a maximum of **two** times in one year. Readmission is not automatic; it requires approval by both the academic department and the dean of the Graduate School. Ordinarily, a student who has been required to withdraw from GSAS may not apply for readmission until two academic terms have passed.

Applications are due in the Dean's Office, Smith Campus Center, 3rd Floor, by December 31 for the following fall semester. NO MATERIALS SHOULD BE SENT TO THE ADMISSIONS OFFICE.

The student's original application to GSAS, transcripts, letters of recommendation, GRE, and TOEFL may be included, if desired by the department, with your readmission materials. Readmission, if approved, may be conditional, requiring performance of specific tasks at a specific standard, either prior to or following readmission.

Please submit the following:

1. Application Form
2. Readmission Supplemental Form
3. Current official GSAS transcript
4. Official transcripts of any formal academic training taken since leaving GSAS
5. One letter of recommendation
6. Any additional material required by the department (contact department directly)
7. Financial Aid application: Applicants should inquire at the Financial Aid Office, Smith Campus Center, 3rd Floor (617-495-5396), to determine which forms may be appropriate for them

Students readmitted to the same PhD program in which they were formally enrolled are charged a reactivation fee, at the rate current when readmission is approved, for the intervening terms since their last registration, with a maximum charge of \$1,000.00. Students who failed to register for a term without formally withdrawing from the Graduate School are liable for a lapse-of-candidacy fee of \$250. *Readmission will not be approved until all fees or any other indebtedness to the University are paid.*

Questions may be e-mailed to studaff@fas.harvard.edu. Students may also call the Dean's Office at 617-495-1814.

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APPLICATION FOR READMISSION

(For returning students who need to finish coursework and/or research. If returning to GSAS *only* to defend dissertation and/or receive PhD degree, fill out READMISSION FOR DEGREE application.)

Fall _____
Academic Year (e.g. 2014-15)

1. _____
Department, Division, or Committee
to which you are applying

2. _____
Subject

5. _____
Previous Department

3. Academic degree you will seek:

AM SM ME MFS PhD

4. Anticipated Date of Degree:

November March May _____
(e.g. 2015)

6. **Name:** _____ Female Male
Last First Middle Initial

7. **Date of Birth:** _____
(mm/dd/yy)

8. **Citizen of:** _____

If non-US citizen: Are you a permanent resident of the US? Yes No

If yes, indicate Alien Registration # _____

9. **Social Security Number** _____ - _____ - _____

10. **Mailing Address:** _____

(Zip Code)

Phone Number: (____) _____

Fax Number: (____) _____

E-mail: _____

Harvard ID #: _____

11. When did you last register in the Graduate School (including registration with non-resident status): _____
(mm/yy)

12. Reason(s) for withdrawal or lapse in registration: _____

13. Did you file a formal Withdrawal Notice? Yes No

14. Were you an AB/AM or AB/SM student?: Yes No

15. Occupation since your last registration in GSAS (Please give details, including places and dates):

16. If you have taken any academic, including language, training since leaving the Graduate School, official records of such work should be sent as part of this application.
17. Statement of Purpose: Write a brief but detailed statement of your plans for further study, proposed course work and thesis or research topic, intended career, etc.
18. Contact the department to which you are applying regarding additional material that must be submitted with your application.
19. If you wish to be readmitted with non-resident status, please refer to the Website to access the form:
<http://www.gsas.harvard.edu/academic/nonres.html>

CHECKLIST: Before submitting your application, be sure all required materials are included.

- Have you contacted the department to which you are applying regarding its special requirements for your application?
- Have you requested one letter of recommendation to be forwarded to GSAS?
- Have you attached a typed copy of your Statement of Purpose?
- Have you attached, signed and dated the Readmission Supplemental Form?
- Have you included an up-to-date Harvard transcript and other relevant transcripts?
- If you are applying for financial aid, have you completed the appropriate form and included it with this application? **Please be sure to keep a copy of your financial aid form for your records.**

I certify that the information presented in my application is accurate, complete, and honestly presented.
I also certify that any information submitted on my behalf, including letters of recommendation, is authentic.
I understand and agree that any inaccurate information, misleading information, or omission will be cause for the rescission of any offer of admission, or for discipline, dismissal, or revocation of degree if discovered at a later date.

Signature _____

Date _____

**PLEASE RETURN TO GSAS DEAN'S OFFICE, SMITH CAMPUS CENTER 350
BY December 31 FOR READMISSION IN THE FALL SEMESTER**

All materials must be sent to the Dean's Office. If you have further questions regarding this form, please contact us at (617) 495-1814 or via e-mail at studaff@fas.harvard.edu. To download the readmission for degree application and instructions from our website, or find the rules governing this process in the *GSAS Handbook*, visit www.gsas.harvard.edu.