

# *The Graduate School of Arts and Sciences at Harvard University*

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

## **Readmission for Degree Information and Instructions**

- Students who previously registered in the Graduate School of Arts and Sciences (GSAS) long enough to have paid at least one installment of tuition, who then were not registered for a full term or longer, and who wish to return to GSAS *only* to receive PhD degree (NOT to complete requirements or research)\*, should apply for readmission through the Dean's Office in Holyoke Center. There is no application fee.

\*Please note there is a separate Readmission Application for students who are returning to complete course work or further research.

- Ordinarily, a student who has been required to withdraw from GSAS may not apply for readmission until two academic terms have passed. Readmission is not automatic, it requires approval by both the academic department and the dean of the Graduate School.
- Applications are to be turned in to the Dean's Office, Holyoke Center. **NO MATERIALS SHOULD BE SENT TO THE ADMISSIONS OFFICE.** Readmission for Degree applications are accepted on a rolling basis, since students may receive a November, March, or June degree.
- Transcripts, letters of recommendation, GRE, and TOEFL scores from your original application to GSAS, as well as your original application, will be included in the folder with your readmission materials when they are sent to the department for consideration. Readmission, if approved, may be conditional, requiring performance of specific tasks at a specific standard, either prior to or following readmission.
- **Along with the completed application, student should submit the following:**
  - One letter from student's advisor, which states the student is ready to or has defended his or her dissertation
- Students readmitted to the same PhD program in which they were formally enrolled are charged the active file 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 simply 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](mailto:studaff@fas.harvard.edu). Students may also call the Dean's Office at 617-495-1814.

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READMISSION FOR DEGREE APPLICATION

(For students returning to GSAS who only need to defend their thesis and/or receive PhD degree. If returning to finish coursework and/or research, fill out APPLICATION FOR READMISSION.)

Term you wish to be admitted: [ ] Fall [ ] Spring

Academic Year (e.g. 2006-07)

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

3. Academic degree you will seek: [ ] AM [ ] SM [ ] ME [ ] MFS [ ] PhD

2. Subject

4. Anticipated Date of Degree: [ ] November [ ] March [ ] June (e.g. 2007)

5. Name: Last First Middle Initial [ ] Male [ ] Female

6. Date of Birth: (mm/dd/yy)

7. Citizen of:

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

If yes, indicate Alien Registration #

8. Mailing Address:

(Zip Code)

Phone Number: ( )

Fax Number: ( )

E-mail:

Harvard ID#:

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

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

11. Did you file a formal Withdrawal notice? Yes [ ] No [ ]

12. Were you an AB/AM or AB/SM student?: Yes [ ] No [ ]

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

14. 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.

15. Statement of Purpose: Indicate the status of your dissertation on an attached sheet.

16. Please submit a new letter of recommendation from your advisor who can comment on the status of your dissertation.

\_\_\_\_\_  
Name of Advisor

\_\_\_\_\_  
University Address

\_\_\_\_\_  
Date Letter was requested

17. If you wish to be readmitted with non-resident status, please refer to [www.gsas.harvard.edu/academic/nonres.html](http://www.gsas.harvard.edu/academic/nonres.html) to access the form.

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

- Have you attached a word processed copy of your Statement of Purpose?
- Have you requested and included a letter of recommendation from your advisor?

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 \_\_\_\_\_

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**All materials must be sent to the Dean's Office. If you have further questions regarding this form, feel free to contact us at the number listed on top of this form or via e-mail at [studaff@fas.harvard.edu](mailto: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](http://www.gsas.harvard.edu).**