Graduate Request for Re-Entrance for Nondegree-Seeking Students

How to use this form in an all-digital workflow

This form allows digital signatures and submission via email. To use the interactive features,

- Save this form to your device and open it in Acrobat Reader, rather than trying to complete it within your browser. Not all web browser PDF extensions enable interactive features.

- If the form requires signatures from more than one individual, please attach the form to an email to the first signer and ask them to sign and then forward it to the next signer.

- The last signer may send it back to you to submit, or they may use the "submit" button below.

The submit button generates an email to the staff member who processes your information, with your form attached. This workflow helps ensure that the Graduate School will receive just one completed form, signed by all.

Submit

Form instructions and form begin on following page

> The following information is important for former students wishing to re-enroll as nondegree-seeking students. Take time to read carefully. All sections of the application must be filled out completely. If a section is not complete, the application will be returned to you. This will delay the processing of the application.

RE-ENTRANCE INFORMATION

NONDEGREE: Re-entrance as a nondegree-seeking student is restricted to those who have previously submitted a nondegree graduate application and have enrolled as a nondegree student. It is intended for those who may benefit professionally from additional study at the graduate level. A re-entrance form is required if the student has not been enrolled in consecutive semesters (summers excluded) after the initial nondegree application has been submitted and coursework taken. Nondegree-seeking students may not be candidates for advanced degrees and may not receive financial assistance. Should the student subsequently be admitted to a degree program, a maximum of 12 semester hours of graduate credit (non-degree and/or transfer) may be applied toward the degree. This classification is not open to international students.

Students who were not enrolled as a nondegree-seeking student within the past six years are considered new applicants and must submit a new application, application fee, and all supporting materials to the **Office of Graduate Admissions**, E-209 Martin Hall.

Degree-seeking students planning to enroll after an absence of any length may not use this form.

LEGAL PRESENCE
South Carolina state law requires all state institutions of higher education to verify legal presence in the U.S. All students will be asked to provide documentation to confirm their current legal presence. To ensure that a student may enroll and attend classes, they must provide documentation. Documentation must be uploaded electronically through the **Legal Presence Documentation Portal**.

NAME CHANGE
Clemson University requires a student's full legal name to be included in his or her student records. If your name has changed since you last attended Clemson, you must provide your Social Security card with new name. (A copy of a Social Security card is acceptable.) You must also complete the Name Change Procedure form. You may access name change information at **https://www.clemson.edu/registrar/student-menu/student-records/name-changes.html**.

ADVANCE REGISTRATION AND PAYMENT
Once students are accepted for the fall, spring, or summer term, they are encouraged to enroll in courses and pay fees well in advance of the beginning of classes.

DEPARTMENT AND GRADUATE SCHOOL SIGNATURES
This form must be approved by the graduate program coordinator or the department chair and the Graduate School dean and recorded in the Office of Enrolled Student Services, 104D Sikes Hall, before you may enroll in graduate courses.

Graduate Request for Re-Entrance for Nondegree-Seeking Students

☐ I am seeking *nondegree re-entrance*   Field of study: _____

XID#: _____

Name: _____   Date of birth: _____

     Last   First   Middle   Suffix

Home address: _____

     Street/P.O. Box   City   State   Zip code

Home telephone: _____   Email: _____

     Area code/number

Date last attended Clemson: _____

Name during last enrollment: _____

I plan to re-enroll:
(Check semester box, then indicate the year; please refer to the **Academic Calendar** for start dates.)

☐ Fall   ☐ Spring   ☐ Summer   Year _____

- -

I certify that the information provided on this application is correct and complete.

Signature: _____   Date: _____

Department Chair name (print): _____   Date: _____

Department Chair signature: _____

- -

Graduate School Action: ☐ Re-entrance approved   ☐ Re-entrance not approved

Comments: _____

_____

_____

_____

_____   Date: _____
Graduate School Dean signature