

APPLICATION FOR READMISSION
Emory University Laney Graduate School

Please complete and return this form to the graduate school.

Name: _____
Last First MI

EMPLID: _____ DEPT _____ SSN _____

Semester last enrolled _____ for _____ degree or non-degree.

Semester you plan to enroll: _____

Status: ___ Special Standing ___ Degree Candidate for ___ degree ___ DAST ___ Certification

Address: _____
Street Address

_____ Phone: _____
City/State/Zip

Gender: ___ Birthdate: ___/___/___ City/State/Country of birth _____

Ethnic background (for state and federal reporting only)

___ Asian/Pacific Islander ___ American Indian/Alaskan Native ___ Black, Non-Hispanic
 ___ Hispanic ___ White, Non-Hispanic ___ Other

Student signature _____ Date _____

DEGREE STUDENTS ONLY

DEPARTMENTAL AUTHORIZATION

 Signature and title of authorizer (signature constitutes approval) Date

SPECIAL STANDING STUDENTS ONLY

CLASSES IN WHICH YOU WISH TO ENROLL (**THIS SECTION MUST BE COMPLETED IN FULL OR THE REGISTRATION WILL NOT BE PROCESSED**):

OPUS#	DEPT	COURSE	SECTION	CREDIT HOURS	GRADING BASIS	INSTRUCTOR'S SIGNATURE* (REQUIRED)	OVERLOAD

*** To the instructor: Your signature indicates permission to enroll the student. To approve an overload, please write your initials in the overload box next to your signature.**

REGULATIONS FOR READMISSION

For Degree Students:

A student must apply for readmission when one of the following conditions applies:

- The student has not registered for one or more academic semesters, summer excluded;
- The student is returning from an officially awarded leave of absence;
- The student's department has imposed conditions on the student's return and informed the Graduate School that such conditions exist.

Students should forward this form to their department for its action.

The deadline for application for readmission is thirty (30) days in advance of registration for the term in question.

NOTE: A student beyond the eight year limit who is not on official extension will not be readmitted.

For Special Standing Students:

Emory employees must submit this Special Standing application for admission AND contact Human Resources to obtain a courtesy scholarship.

This form is required for Special Standing applicants *who have not registered for consecutive semesters (excluding summer)*. Contact Tamika Hairston (404-727-6033 or tamika.hairston@emory.edu) or Queen Watson (404-727-6170 or gradqew@emory.edu) for more information.

1. An application fee is not required for this form. Transcripts are not required for this form.
2. All Special Standing applicants must obtain the instructor's permission for each course in which they plan to enroll. Applicants should be prepared to supply a copy of the transcript for review by instructor. **Please note that admission in Special Standing does not guarantee enrollment.** Actual enrollment in a specific course is contingent upon available space; degree-seeking students are given preference.

Return to:
Emory University
Graduate School
209 Administration Building
201 Dowman Drive
Atlanta, GA 30322

Important dates for Re-Admitted Special Standing Applicants are below. These dates are Graduate School deadlines. Students should contact departments well in advance of applying for readmission.

SEMESTER	DEADLINE	REGISTRATION	TUITION*
Fall 2009	August 17	August 27	\$1367 per credit hr
Spring 2010	January 4	January 13	\$1367 per credit hr
Summer 2010	May 7	May 17	\$1025 per credit hr
Fall 2010	August 16	August 26	TBA

* **Plus any applicable fees.** Please note that the University does not offer financial aid to Students in Special Standing.

*** **Special Note:** NO changes to student schedules will be made after the Registrar's Date of Record for that semester. Changes include, but are not limited to, add/drop, grading basis changes.