



Office of Records and Registration
104D Sikes Hall, Clemson University
Box 345125
Clemson, SC 29634-5125
Fax 864.656.0622

GRADUATE REQUEST FOR RE-ENTRANCE

Nondegree Field of Study:

Degree Degree Sought/Major:

Social Security Number (Required): CUID # Date of Birth:

Name: (Last) (First) (Middle) (Suffix)

Home Address: (Street, P. O. Box) (City) (State) (Zip Code)

Home Telephone: (Area Code/Number) E-Mail:

Mailing Address: (if different from above) (Street, P. O. Box) (City) (State) (Zip Code)

Date Last Attended Clemson: Name During Last Enrollment:

Clemson Degree Earned:

I plan to re-enroll: Fall Semester Spring Semester YEAR
First Summer Session Second Summer Session

Please account fully for your time since you last attended Clemson University. In chronological order include college attendance, employment, etc. If you need more space, use back of application.

Table with 4 columns: From Month/Year, To Month/Year, Name of College or University City/State, Place of Employment or Other City/State

I am am not a South Carolina resident. (Definition of a legal resident is located at www.clemson.edu/SCResident/.)

(For South Carolina residents only) I have been domiciled continuously in South Carolina since birth or since. Note: If the status of an applicant is such that South Carolina residence is not clearly apparent, a residence claim will require substantiation.

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

Signature: Date:

Department Chair's Signature: Date:

The following information is important for former students re-enrolling. 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

### NONDEGREE

Re-entrance as a nondegree-seeking student is restricted to those who may benefit professionally from additional study at the graduate level. A re-entrance form is required if the student has not maintained continuous enrollment (summers excluded). Nondegree 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 (nondegree and/or transfer) may be applied toward the degree. This classification is not open to international students.

Students who were not enrolled 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

Former graduate students who have not maintained continuous enrollment (summers excluded), but who are eligible to continue in the degree programs in which they were most recently enrolled, may be permitted to return.

Students who were not enrolled 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.

Students who have earned a graduate degree from Clemson and wish to pursue another graduate degree must apply through the Office of Graduate Admissions, E-209 Martin Hall.

Former graduate students who wish to return to pursue an undergraduate degree should contact the Registrar's Office, 102 Sikes Hall, for procedures.

### TRANSCRIPTS

If you have attended another school since leaving Clemson, and wish to transfer the hours, you should request a **complete, official** transcript be sent to the Office of Enrolled Student Services, 104D Sikes Hall.

### LEGAL RESIDENCE

If the status of an applicant is such that South Carolina residence and domicile is not clearly apparent, a residence claim will require substantiation. Residency laws and forms are available at [www.clemson.edu/SCResident](http://www.clemson.edu/SCResident) or by contacting the Office of Student Financial Aid, G-01 Sikes Hall, 864-656-2282. The application must be received two weeks prior to the term in which you plan to re-enroll.

### NAME CHANGE

If your name has changed since you last attended Clemson, you must provide a copy of your marriage license, divorce papers, or court order before your application can be processed or your name changed on your records. You may access the name change form at [www.registrar.clemson.edu/pdf/namechg.pdf](http://www.registrar.clemson.edu/pdf/namechg.pdf).

### 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 SIGNATURE

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