

## **REINSTATEMENT FORM FOR GRADUATE STUDENTS INSTRUCTIONS**

All students in graduate degree programs must maintain continuous enrollment by registering each Fall and Spring semester in either coursework or, with the approval of the department graduate director, in “Matriculation Continued.” ( Note that only two semesters of Matriculation Continued are allowed)

Students who fail to maintain continuous registration must apply for reinstatement to return to good standing. Such students will be charged a reinstatement fee of \$750-\$1,500 unless they registered for Matriculation Continued in the each of the two semesters after their last enrollment.

### ----- INSTRUCTIONS -----

**STEP 1:** Gain permission to be reinstated from the department by obtaining a signature on this form where indicated below from your department chair or graduate director.

**STEP 2:** Collect the five-digit index numbers and six-digit permission numbers for the courses in which you would like to enroll in the upcoming term and include them on the form.

**STEP 3:** Calculate your reinstatement your fee amount. Students who registered for Matriculation continued in each of the two semesters after their last enrollment are not required to pay a reinstatement fee. Students whose registration lapsed for one semester are required to pay a \$750 reinstatement feel. Students whose registration lapsed for two or more semesters are required to pay a \$1,500 reinstatement fee.

**STEP 4:** Submit check or money order made out to RUTGERS UNIVERSITY for total reinstatement amount along with this form to:

Mason Gross Deans Office Dean of  
Students 33 Livingston Avenue  
New Brunswick, NJ 08901

**STEP 5:** The Mason Gross Dean’s office will submit proof of payment and registration info of courses provided to the registrar for registration.

**STEP 6:** Log into your Rutgers portal to confirm registration, check your term bill and submit all payments by indicated deadlines.

**CONTINUE ON NEXT PAGE TO COMPLETE THIS FORM.**



**GRADUATE STUDENT REINSTATEMENT FORM**

-----STUDENT INFORMATION-----

Date: \_\_\_\_\_

Full Name: \_\_\_\_\_ RUID: \_ \_ \_ 0 0 \_ \_ \_

Current Address: \_\_\_\_\_

Department: \_\_\_\_\_ Degree: \_\_\_\_\_

Term and Year of Last Registration in the Mason Gross School of the Arts: \_\_\_\_\_

List below, each of the fall and spring terms in which you failed to register:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

I wish to be reinstated and submit payment in the amount of \$ \_\_\_\_\_

REGISTRATION (Once your term segment is created you may add/drop additional classes):

**Course 1:** Index Number: \_ \_ \_ \_ \_ Permission Number: \_ \_ \_ \_ \_

**Course 2:** Index Number: \_ \_ \_ \_ \_ Permission Number: \_ \_ \_ \_ \_

**Course 3:** Index Number: \_ \_ \_ \_ \_ Permission Number: \_ \_ \_ \_ \_

\_\_\_\_\_  
Signature of Department Chairperson/Advisor Date

\_\_\_\_\_  
Signature of Returning Student Date

Official Use Only

**Dean's Office Receipt and Approval:**

\_\_\_\_\_  
Dean of Students Date

**Mason Gross Business Office Receipt of Payment:**

\_\_\_\_\_  
Business Manager Date

**University Registrar Term Creation and Registration:**

Term segment created for (semester) \_\_\_\_\_ Date: \_\_\_\_\_

Transcript annotated, "Reinstated for the \_\_\_\_\_ semester"

Initials: \_\_\_\_\_ Date: \_\_\_\_\_