

February 2009

To All Non-Resident Graduate Students:

Under the procedures adopted by the Deans, Non-Resident graduate students are required to inform their department chairs in writing of their expected status for the forthcoming academic year. In addition, those who request a continuation of their non-resident status must include a brief account of their progress during the current academic year as well as an estimate of the time needed to complete all remaining degree requirements.

Enclosed is the form to be used in meeting this requirement. Please complete it and mail it directly to your department chair NO LATER THAN JUNE 22, 2009.

After your academic records and request are reviewed, you will be informed of your approved status for the 2009-2010 academic year. If you request and receive permission to continue as a non-resident student, fall term registration materials will be sent to you in July 2009 at the address that you give on the enclosed Report Form. If you will be resuming registration as a full-time resident student, fall term registration materials will be sent to you in July 2009 via your department. **You will not receive registration materials if the Annual Report is not completed and submitted to your department chair.**

Please note that under these procedures, all resident and non-resident graduate students must complete registration and **pay all fall term fees by Tuesday, September 1, 2009** or the late registration and late payment fees will apply.

Important Notice: *If you are an International Student, your application must have an approval signature from the Office of International Student Scholar Services before it can be approved.*

Betsy L. Paul
Associate Registrar

Enclosure
cc: Department Chair