REQUEST TO DEFER GRADUATE/PROFESSIONAL DEGREE ADMISSION

Graduate Admissions
Office of Admissions & Records
1200 W Harrison Street – MC 018

This form should be used for the following:

- Degree applicants who have been admitted but now wish to defer their admission for up to one year.

This form cannot be used for the following (These applicants need to reapply and submit all new documents):

- Non-degree applicants
- Denied applicants
- Applicants that were cancelled due to their file never being completed.
- Applicants who have already deferred their original application once. (Only one deferral per application is permitted)

Procedure for submitting this form to the Office of Admissions:

1. Program should complete the middle section of this form. Every line must be completed.
2. Program should submit this form to OAR prior to the application deadline for the term in which the deferral is being requested.
   - For domestic applicants the deadlines are: November 1 for Spring, March 15 for Summer, and May 15 for Fall.
   - For International applicants the *priority* deadlines are: **August 1 for Spring, December 15 for Summer, and January 15 for Fall**. (It is **strongly recommended** that international deferral requests be submitted to OAR by the priority deadlines. Submission after the priority deadlines may require creation of a new immigration record, repayment of fees, and re-submission of financial documents. The final deadlines to submit requests to OAR for international deferrals are: October 1 for Spring, March 1 for Summer, and May 1 for Fall.)
3. Program must attach a written request from the student asking to defer admission. Student must state the term to which they intend to defer and their reason for seeking deferment. OAR will not process deferrals without written consent from the student. An email from the applicant requesting to defer is sufficient as long as the program attaches a copy of the email to this form.
4. If OAR approves this deferral request a new application will be created in BANNER, new admissions material will be sent to the student, and a reference copy of this form, with the approval indicated, will be sent to the program.
   - **Limited standing/readmit students***: The program must send a new departmental limited status/readmit letter to the student, *and a copy of the letter with a reference copy of this approved request to the Graduate College.*
5. If OAR denies this request, this form will be returned to the program with the denial indicated and a reason listed as to why the deferral was not approved. (The program should notify the applicant of this or contact Admissions with questions).

TO BE COMPLETED BY THE ACADEMIC PROGRAM

Applicant's Name (print): _____
Last/Family/Surname First /Given/Personal Middle

UIN (BANNER ID number): | | | | | | | | | |

Previous admission: Term/Year _____ Program Code: | | | | | | | | | Degree_____

(a) Was applicant previously admitted on limited standing?
□ No □ Yes*

(b) Was this a readmission to the same degree **and** program in which applicant was previously enrolled at UIC?*
□ No □ Yes*

(c) Will applicant require a student visa?
□ No □ Yes

I request that the admission listed above be deferred to: Term_____Year 20_____(maximum of one year)

Program Name (print)_____

Director of Graduate/Professional Studies Name (print) _____

Director of Graduate/Professional Studies Signature _____Date _____

TO BE COMPLETED BY THE OFFICE OF ADMISSIONS AND RECORDS - GRADUATE ADMISSIONS MC 018

Approved_____Denied_____/Reason: _____

Signature_____Date_____