

# Application for Exchange Program at Stanford University

## Submit to:

Student Services Center  
Tresidder Memorial Union, 2nd Floor  
Monday - Friday, 9 a.m. - 5 p.m.  
650.723.7772



Graduate Admissions  
Office of the University Registrar  
Stanford University  
gradadmissions@stanford.edu

**This application is only for University of California, Berkeley (UC Berkeley) or University of California, San Francisco (UCSF) graduate students who wish to enroll in Stanford courses.**

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## Application and Registration Process:

1. Completely fill out form and obtain all signatures. Student is responsible for obtaining all signatures prior to submitting the form.
  - a. Discuss plans with your Home campus department and obtain Home campus departmental signature.
  - b. Discuss plans with the academic department at Stanford and obtain Stanford departmental signature.
  - c. Obtain approval and signature from Home campus registrar's office (see contact information below).
  - d. International students are required to obtain a signature from Home campus International Student Advisor.
  - e. Obtain signature and approval from Stanford University Office of the University Registrar. Return form to the Student Services Center (contact information above).
2. A new application is required for each quarter at Stanford University.
3. Exchange students attending exchange program pay all tuition and fees to their Home school only.
  - a. UCSF is on the quarter system, and credits typically correspond to Stanford quarter units.
  - b. UC Berkeley is on the semester system. Stanford is on the quarter system, One Stanford unit counts as .67 UCB semester unit. For example, a 3 unit course at Stanford would correspond to 2 units at UCB. Consult the Graduate Division for further information (see contact below).
4. Submit completed form to your Home campus Registrar and Stanford Student Services Center prior to Study List deadlines published on the Academic Calendar (see web site below).

*Note:* Exchange applications must be filed by the Study List deadlines. Late fees apply for applications filed after the deadline.

## Web Sites:

Search for Academic Classes: <http://axess.stanford.edu>

Academic Calendar [http://registrar.stanford.edu/academic\\_calendar/index.htm](http://registrar.stanford.edu/academic_calendar/index.htm)

## Contact Information for UC Berkeley:

Graduate Division of the Office of the Registrar  
University of California, Berkeley  
302 Sproul Hall #5900  
Berkeley, CA 94720-5900

## Contact Information for UC San Francisco:

UCSF Office of Admissions and Registrar  
500 Parnassus, MU-200W, Box 0244  
University of California, San Francisco  
San Francisco, CA 94143-0244

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Last or Family Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Social Security Number \_\_\_\_\_

Current Mailing Address \_\_\_\_\_

Permanent Mailing Address \_\_\_\_\_

Female  Male

Birthdate (mm/dd/yyyy) \_\_\_\_\_

Birthplace (City, State, Country) \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

Phone (include area code) \_\_\_\_\_

Email Address \_\_\_\_\_

**Home Institution:**  UC Berkeley *or*  UCSF

Current Major Department \_\_\_\_\_ Current Anticipated Degree \_\_\_\_\_

Number of units for which you are currently enrolled at home campus: \_\_\_\_\_

Have you ever applied to or attended Stanford?  No  Yes If yes, when? \_\_\_\_\_ Stanford ID: | | | | | | | | | |

If you attended under another name, print name \_\_\_\_\_

**Course(s) for which you are applying at Stanford:** Term \_\_\_\_\_ Year \_\_\_\_\_

*Print clearly. Exchange student is responsible for entering correct class information. See example below.*

Class Number	Subject Code	Catalog Number	Course Title	Instructor	Units	Grading
0000	HISTORY	000	Approaches to History	Baker, K	4	Letter

**Approvals and Signatures**

**Student Signature:** By signing below, I certify that the information contained on this petition and all supporting documents is true and accurate. I understand that misrepresentation(s) of fact and/or circumstances may give rise to a complaint being filed with the Judicial Affairs Office for investigation as possible violation(s) of the Fundamental Standard.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Departmental Representative  UC Berkeley *or*  UCSF \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Graduate Adviser or Graduate Division  UC Berkeley *or*  UCSF \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

International Adviser Signature (required for F-1 or J-1 visa holders only) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Registrar's Office  UC Berkeley *or*  UCSF \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Stanford Approval and Signatures:**

Department Administrator Signature (Stanford) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature/Title (Stanford Graduate Admissions Office) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Stanford ID: | | | | | | | | | |