



Date: July 23, 2014  
To: Head Graduate Advisors  
cc: Graduate Student Affairs Officers  
From: Rosemary A. Joyce, Interim Dean  
Re: **Updates to Policy on Deferral of Admission**

***The following is unchanged:***

Departments may defer an applicant only once (unless a specific exception has been requested and granted).  
Applicants admitted by exception may *not* be deferred

***The following is discontinued:***

Deferred students had been included in programs' count of newly admitted students both in the year when they originally applied and in the year when they took up deferred admission.

***The following is new:***

***Relationship between deferred admit and admissions allocations:***

A deferred student's admission counts within a program's admissions allocation only for the academic year in which the student was originally admitted. When the deferred student completes a new application for the deferred term, Graduate Division will allocate an additional admission slot to admit the student for that term.

***Recommendation for deferred admission:***

Departments can recommend that an applicant's admission be deferred one time only if the admitted applicant has completed the initial SIR but is unable to enroll on schedule and wants to begin in a later semester.

Departments that admit only for the fall semester can recommend to defer an admission only until the following fall semester. Departments that admit for both semesters can recommend to defer until spring or the following fall.

Applicants must be reviewed and ranked with the current applicant pool. Deferred admission may be offered only to superior applicants. Applicants admitted by exception may not be deferred. Deferred admission cannot be offered to an international applicant who has not yet received a basic degree or whose scholarship, preparation, or English proficiency does not meet the University's minimum admission requirements.

***How departments request deferred admissions:***

The Head Graduate Advisor submits the "Request for Deferred Admission" (attached) to the Graduate Admissions Office, stating the reason for the deferral (deadline: September 1). After the deferral is processed, Graduate Admissions will send a deferral status notification to the department.

An applicant offered deferred admission to another academic year (i.e., fall to fall) must submit a new application and updated transcripts after the period of deferral. If the program wishes to consider the deferred applicant for a University multi-year fellowship, the department must review and rank the applicant within the current applicant pool.

## Request for Deferred Admission

Applicant Name: \_\_\_\_\_ SID: \_\_\_\_\_

Department/Graduate Group: \_\_\_\_\_ Degree Goal: \_\_\_\_\_

Original admit term/year: \_\_\_\_\_ Deferred to term/year: \_\_\_\_\_

Reason for deferral request (attach additional page, if necessary):

Head Graduate Advisor - print name and sign: \_\_\_\_\_

Email address: \_\_\_\_\_ Date: \_\_\_\_\_

*Email (preferred) to [gradadm@berkeley.edu](mailto:gradadm@berkeley.edu), Subject line: Deferral, or send to Graduate Admissions MC #5900*

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*(Section below for Graduate Division use only)*

## Decision on Request for Deferred Admission

Your request to defer admission has been *approved*. Please inform the applicant that the deferral has been approved. Deferred applicants must complete a new online application for the deferred term, selecting the applicant type “deferred,” and submitting prior to the program’s application submission deadline.

Items listed below need to be submitted with the new application:

- A final transcript showing the conferral of the bachelor’s degree (unofficial transcript is sufficient at time of application. Official academic records will be required at the time of SIR.).
- Valid TOEFL scores will be required for the deferred term.

When the new application is submitted, please enter the admit recommendation, GPA, and rank. A deferred applicant will count toward admission allotments only in the year for which he/she was originally admitted. If the applicant has asked to be considered for the University multi-year awards, contact the Graduate Division Fellowships Unit for instructions as to how to proceed.

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Your request to defer admission has been *denied*. Comments:

Processed by: \_\_\_\_\_

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