

**Graduate Division: University of California, Berkeley**  
**PETITION FOR INTERNSHIP LEAVE WITH RE-ENROLLMENT**

*NOTE: Read reverse before completing.*

**PART I** (See reverse for instructions and terms.)

**Name:** \_\_\_\_\_ **SID#** \_\_\_\_\_  
Last First Middle

**Email address:** \_\_\_\_\_@berkeley.edu (required)

**Alternative email address:** \_\_\_\_\_

**Term first registered:** \_\_\_\_\_ **Term last registered:** \_\_\_\_\_

**Field of study:** \_\_\_\_\_  
Department Degree Goal

**I attest that I will be pursuing an internship at** \_\_\_\_\_

**I request internship leave from** (date): \_\_\_\_\_ **to** (date): \_\_\_\_\_

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Acknowledged that student is currently in good academic standing:**

\_\_\_\_\_  
Dissertation Chair (major professor, if dissertation chair has not yet been selected) Date

\_\_\_\_\_  
Head Graduate Advisor Date

**PART II** (Fill out upon return; see reverse for instructions.)

**Re-enrollment and return requested for:** Date \_\_\_\_\_ in (circle one) Fall 20\_\_\_\_ / Spring 20\_\_\_\_

**Name** (if changed): \_\_\_\_\_  
Last First Middle

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Acknowledged / approved:**

\_\_\_\_\_  
Head Graduate Advisor Date

\_\_\_\_\_  
Dean of the Graduate Division Date

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**CONDITIONS FOR INTERNSHIP LEAVE**

Students requesting Internship Leave on **Part I** of this form must be a UCB graduate student registered in the term of or immediately preceding the period of leave requested. A student submitting **Part II** of this form must also submit a [Statement of Legal Residence](#), as required by the Registrar's Office.

By signing **Part I** of this form, the student attests that s/he is currently in good academic standing and requests an internship leave for a period of no more than one academic year (two semesters). By signing the student agrees that time spent on professional internships on withdrawal status counts towards time-to-degree and normative time calculation.

By signing **Part I** of this form, the Dissertation Chair and Head Graduate Advisor attest that the student has submitted a brief plan that includes a description of the professional development opportunity and a justification of its value to educational goals. Included in the plan is the schedule for return to campus.

Student understands that, with the exception of the procedure for re-enrollment, the leave is analogous to a withdrawal as defined at <http://grad.berkeley.edu/policy/registration-and-exchange-programs-policy/#d18-withdrawal>, with loss of benefits and privileges that accrue only to enrolled students.

**INSTRUCTIONS FOR REQUESTING INTERNSHIP LEAVE AND RE-ENROLLMENT**

**Student:** *Complete and submit Part I to your department at least one week prior to withdrawal; retain a copy of fully signed form for your records. Complete and submit Part II to your department at least one month prior to your return.*

**Department:** *Retain a copy of signed Part I until student requests re-enrollment, then submit signed Part II to Graduate Degrees with student's Statement of Legal Residence.*

Departments should assist students requesting Internship Leave with the graduate withdrawal process to ensure that they retain their Calmail account during their leave. Departments may also request continuing library access for their students on Internship Leave. <http://www.lib.berkeley.edu/using-the-libraries/unregistered-students>. Refer students to [the SHIP Office](#) for information about limited eligibility to retain student health insurance while on Internship Leave.