



**STANFORD UNIVERSITY**  
Graduate Admissions  
415 Broadway, 2nd Floor  
Redwood City, CA 94063

### **Admission for Graduate Nonmatriculated (Non-Degree) Student Status**

#### **GENERAL POLICY**

Applicants who hold a U.S. bachelor's degree or its equivalent from colleges and universities of recognized standing are eligible to be considered for admission to nonmatriculated graduate status in the University. Nonmatriculated graduate student status is granted to students of demonstrated ability who are not seeking advanced degrees from Stanford University but who would benefit from course work at Stanford for a variety of reasons. Applicants may apply to take classes in only one program or department. Applications must be approved by the department in which the applicant wishes to take courses. A 3.0 or 'B' grade average in previous studies is required. This status may be granted for a given academic year or a part thereof. It is important to note, however, that permission to enroll in any specific class is not guaranteed in the approval process. Nonmatriculated students who later apply for admission to a degree program must meet the standard admission requirements for graduate study and should not anticipate special priority because of work completed as a nonmatriculated student.

A nonmatriculated student who leaves the University for one or more quarters and wants to return to Stanford in nonmatriculated status will have to complete the current application forms, pay the current application fee, submit transcripts from colleges and universities attended since leaving Stanford and submit one additional letter of recommendation.

Nonmatriculated status is a privilege and not a right; the nonmatriculated status may be revoked at the University's discretion (and after consideration of such factors as the University considers relevant in the particular case) at the end of any quarter of enrollment.

#### **ACADEMIC POLICY**

The nonmatriculated student will obtain academic credit for courses satisfactorily completed and may obtain an official transcript. Such a student is eligible to use University facilities and services (however, in certain instances, in a lower priority category.) In classes of limited enrollment, students in degree programs have priority over nonmatriculated students. Directed Research or Directed Reading courses are not open to nonmatriculated students. Nonmatriculated students are not permitted to enroll in the following departments or programs: film and broadcasting courses in Art; all courses in Computer Science, Electrical Engineering, and International Policy Studies. Nonmatriculated students in the School of Medicine may enroll in courses only with written approval by either the Senior Associate Dean of Graduate Education & Postdoctoral Affairs or the Senior Associate Dean for Medical Education. The Graduate School of Business does not accept nonmatriculated students.

#### **FINANCIAL AID**

No fellowships, assistantships, or institutionally-based Stanford loans are available for non-matriculated students.

## FEES

Nonmatriculated students will be charged the 8-10 unit graduate tuition rate per quarter.

Students who take ANY courses in the School of Engineering are charged the graduate engineering 8-10 unit rate per quarter. See <https://studentservices.stanford.edu/more-resources/student-policies/tuition-fees/tuition-fees-housing-overview/tuition> (fees are updated in Summer Quarter for the next academic year.)

Only individuals in the following categories may enroll on a unit basis (3 - 8 units):

- Spouses of members of the Academic Council
- Full-time teachers in Bay Area educational institutions.
- Stanford University staff employed half-time or more. NOTE: If the work to be undertaken is related to services rendered to the University and will involve time off from work, a supervisor's endorsement is necessary.

## HOUSING

Matriculated students in degree programs have first priority for University housing facilities. Nonmatriculated students may apply for housing on the first day of the quarter, but should not anticipate living on campus due to very limited availability.

## HEALTH REQUIREMENTS

The University requires a health procedure of all entering students. Please see the Vaden Health Center web site at <http://vaden.stanford.edu/> for entrance medical requirements & health services fees.

## ACADEMIC CALENDAR

Stanford University operates on a four quarter system. Autumn, Winter and Spring quarters constitute the regular nine-month academic year. Summer Quarter studies give regular academic credit, but course offerings are limited.

Opening and closing dates of the quarters in 2023-24 are expected to be:

Autumn Quarter 2023.....September 26 – December 15

Winter Quarter 2024.....January 8 – March 22

Spring Quarter 2024.....April 1 – June 12

Nonmatriculated students may apply for one or more regular academic quarters of one academic year, Autumn through Spring. Individuals interested in nonmatriculated student status for the Summer Quarter should apply through the Summer Session Office and, if approved, will be permitted to attend as a summer visitor. For more information and application information please visit <http://summer.stanford.edu>.

## APPLICATION DEADLINES

The application review process involves a number of offices. The deadlines below have been established so that your application receives the attention it deserves.

- **Autumn Quarter:**   **June 1**
- **Winter Quarter:**   **September 1**
- **Spring Quarter:**   **January 8**

## APPLICATION REQUIREMENTS

**Statement of Purpose:** A detailed statement of your plans for nonmatriculated study at Stanford and how you expect to use this study in subsequent personal or career plans is required. State the quarter(s) you wish to attend.

**List of Courses:** List of the specific courses in the single department in which you wish to enroll.

**Academic Credentials:** One official transcript from each college or university attended for one academic year or more as a full-time student is required. Transcripts must be complete through the last date of attendance and must show any degrees awarded. Note: Stanford alumni are not required to submit a Stanford transcript.

**Recommendations:** Three letters of recommendation are expected from faculty or others qualified to evaluate your potential for non-matriculated graduate study. (Make copies of the attached recommendation form.) At least one letter should be from a faculty member at the last school you attended for full-time study (unless you have been out of school for more than five years). Letters of recommendation are handled in compliance with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment). Applicants are offered the opportunity to waive their right of access to recommendations.

**Test Scores:** Applicants whose first language is not English must submit TOEFL scores. TOEFL may be waived by Graduate Admissions for applicants who have recently studied for at least one year in an English-speaking country. A recent TOEFL score of 100 on the internet-based test, 253 on the computer-based test, or 600 on the paper-based test is required. Scores must be reported directly to Stanford from the Educational Testing Service. The Stanford score recipient number is 4704.

**INTERNATIONAL APPLICANTS** applying for admission as nonmatriculated students are subject to the same requirements as applicants for admission to degree programs in respect to 1) the academic credentials to be submitted, 2) adequacy of financial support, and 3) English proficiency qualifications. International students who hold an F-1 or J-1 student visa must register for a minimum of 8 units per quarter.

**APPLICATION FEE:** The application fee is **\$125.00** will be billed to your Stanford account if you are accepted.

Application materials, once submitted as part of your application, become the property of Stanford University. Materials will not be returned and copies will not be provided for applicants or released to other institutions. Keep a copy for your records.

#### **SUBMIT APPLICATION MATERIALS**

Submit your application and statement of purpose as email attachments to [non-degree-admissions@stanford.edu](mailto:non-degree-admissions@stanford.edu).

Official electronic transcripts and letters of recommendation should also be sent to that email address by the issuers. If your previous institution needs to mail your official transcripts, please give them this address:

**Graduate Admissions**  
**Non-matriculated application**  
**415 Broadway, 2nd Floor**  
**Redwood City, CA 94063-8859**

**Questions** should be addressed to [non-degree-admissions@stanford.edu](mailto:non-degree-admissions@stanford.edu)

**APPLICATION INFORMATION**

**DEPARTMENT OF INTEREST** \_\_\_\_\_

**PROPOSED QUARTER(s):** *Check all that apply*  Autumn  Winter  Spring Academic Year \_\_\_\_\_ (e.g., 2023-24)

*Application Deadlines: Autumn Quarter— June 1; Winter Quarter— September 1; Spring Quarter— January 8*

Please check if:  Faculty Spouse  Stanford Staff (List position and place of work) \_\_\_\_\_

If you have previously applied to Stanford, give year \_\_\_\_\_

If you have enrolled at Stanford in any student status, give dates \_\_\_\_\_ Student Number \_\_\_\_\_

**BIOGRAPHICAL INFORMATION**

**FULL LEGAL NAME** (International applicant's name must match passport)

\_\_\_\_\_

Last (Family) Name	First	Middle
--------------------	-------	--------

Other full name you may have used on prior academic records

\_\_\_\_\_

Last (Family) Name	First	Middle
--------------------	-------	--------

**MARITAL STATUS**      **GENDER**      **DATE OF BIRTH** \_\_\_\_\_

Married       Male      City, State & Country of Birth \_\_\_\_\_  
 Single       Female

**U.S. SOCIAL SECURITY NUMBER** (if available) \_\_\_\_\_

**CITIZENSHIP**

U.S. Citizen  
 Registered U.S. Permanent Resident – Alien Registration Number A- \_\_\_\_\_  
 Non-US Citizen:

**COUNTRY OF CITIZENSHIP** \_\_\_\_\_

If you are a non-U.S. citizen currently in the United States, what type of visa do you hold?

Student (F1)  Student Spouse (F2)  Exchange Visitor (J1)  Exchange Visitor Spouse (J2)  Other Specify type \_\_\_\_\_

Note: In order to register as students, the University requires that all those who are not U.S. citizens or registered U.S. Permanent Residents obtain and maintain an appropriate visa status for their stay in the United States.

The U.S. Department of Education requires Stanford to report on the composition of its student enrollment. The following items are optional. No information you provide will be used in a discriminatory manner.

Are you Hispanic or Latino?  Yes  No

Regardless of your answer to the prior question, please check one or more of the following groups in which you consider yourself to be a member:

American Indian or Alaska Native     Asian     Black or African American     Native Hawaiian or Other Pacific Islander  
 White     Other \_\_\_\_\_

**CONTACT INFORMATION**

**CURRENT MAILING ADDRESS**

Number & Street \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

**PERMANENT ADDRESS:** If you are a non-U.S. Citizen or U.S. Permanent Resident you MUST provide a permanent address outside the U.S., even if you are currently residing in the U.S.

Number & Street \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_

**ACADEMIC INFORMATION - List every college and university you have attended for one academic year or more, full time. List chronologically.**

College/University \_\_\_\_\_ Country \_\_\_\_\_

Dates of Attendance: From \_\_\_\_\_ To \_\_\_\_\_ Field of Study: \_\_\_\_\_ Degree \_\_\_\_\_

Date Received \_\_\_\_\_

College/University \_\_\_\_\_ Country \_\_\_\_\_

Dates of Attendance: From \_\_\_\_\_ To \_\_\_\_\_ Field of Study: \_\_\_\_\_ Degree \_\_\_\_\_

Date Received \_\_\_\_\_

College/University \_\_\_\_\_ Country \_\_\_\_\_

Dates of Attendance: From \_\_\_\_\_ To \_\_\_\_\_ Field of Study: \_\_\_\_\_ Degree \_\_\_\_\_

Date Received \_\_\_\_\_

Include in this section an explanation of any instance in which you have been placed on probation, suspended, expelled, or disciplined by any post-secondary institution or program.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RECOMMENDATIONS:** Letters of recommendation will be submitted by:

1) Name \_\_\_\_\_ Institution/Organization \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

2) Name \_\_\_\_\_ Institution/Organization \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

3) Name \_\_\_\_\_ Institution/Organization \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

**TEST SCORES:** Applicants whose first language is not English must submit TOEFL scores. TOEFL may be waived by Graduate Admissions only for International applicants who have recently studied for at least one year in an English-speaking country.

Submitting Test Scores: Scores must be reported directly to Stanford from the Educational Testing Service. The Stanford score recipient number is 4704.

TOEFL test date from which scores will be submitted \_\_\_\_\_

If you have already taken the TOEFL, you may provide self-reported score information. Note: Stanford must receive ETS official scores to complete processing your application.

Test Type: iBT  Paper Based

Total Score \_\_\_\_\_ Listening Score \_\_\_\_\_ Writing Score \_\_\_\_\_ Reading Score \_\_\_\_\_

Speaking Score (iBT Test Takers Only) \_\_\_\_\_

**COURSES TO BE TAKEN AT STANFORD:** List the courses in which you wish to enroll. Please indicate department.

_____	_____	_____
_____	_____	_____
_____	_____	_____

**PRIOR CONVICTIONS**

Have you ever been convicted of (or is any charge now pending against you for) any crime other than a traffic violation?

Yes  No If yes, please explain

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SOURCE OF FUNDS** Indicate source of funds \_\_\_\_\_

If your tuition is covered by a sponsoring organization, please attach letter from the sponsor.

*I hereby apply for admission to graduate study at Stanford University as a nonmatriculated student and certify that the information I have provided in my application is complete, accurate and my own work. I further acknowledge that if I am offered admission, Stanford reserves the right to withdraw that offer if there is misrepresentation in the application process.*

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



Graduate Admissions, Student and Academic Services, Stanford University

RECOMMENDER EVALUATION FOR GRADUATE NONMATRICULATED STUDY

APPLICANT INFORMATION (To be completed by applicant)

Full Legal Name \_\_\_\_\_
Last (Family/Surname) First Middle

Nonmatriculated Study in Department of \_\_\_\_\_

The Family Educational Rights and Privacy Act of 1974 and its amendments guarantee students access to education records concerning them. Students are also permitted to waive their right of access to recommendations.

Select One: Please note that in addition to the admission process, the reference letter may also be used: as part of the selection process for a different graduate program, for a research group or laboratory, for a research or teaching assistantship, or for an honor or award; in connection with academic mentoring of the student during the period of his or her enrollment; or for financial support derived from any source available to the University.

- I DO WAIVE my right to inspect the recommendation.
I DO NOT WAIVE my right to inspect the contents of the recommendation.

Recommender: Please submit form and letter to non-degree-admissions@stanford.edu

EVALUATION (To be completed by recommender): This recommendation will remain confidential during the admission process as well as following enrollment if the student has waived his or her right to view the recommendation. Please note that this recommendation may also be used: as part of the selection process for a different graduate program, for a research group or laboratory, for a research or teaching assistantship, or for an honor or award; in connection with academic mentoring of the student during the period of his or her enrollment; or for financial support derived from any source available to the University.

Contact Information: Name \_\_\_\_\_
Title \_\_\_\_\_ Institution/Organization \_\_\_\_\_
Address \_\_\_\_\_
Email \_\_\_\_\_ Phone \_\_\_\_\_

How long and in what capacity have you known the applicant? \_\_\_\_\_

Admission to non-matriculated graduate study at Stanford University is:
Strongly recommended Recommended Recommended with reservations NOT recommended

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

Please attach a letter about the student's qualifications, potential to carry on advanced study in the field specified, intellectual independence, capacity for analytical thinking, and ability to organize and express ideas clearly. Descriptions of significant actions, accomplishments, and personal qualities related to scholarly achievement are particularly helpful.