READMISSION TO DOCTORAL CANDIDACY FORM
UNIVERSITY OF SOUTH FLORIDA
OFFICE OF GRADUATE STUDIES
Website: www.usf.edu/graduate-studies/about-us/contact-us.aspx

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INSTRUCTIONS FOR COMPLETION & SUBMISSION

Please read all instructions prior to form submission. Complete all sections.
Incomplete forms will be returned to the student unprocessed and will delay action on your request.

PURPOSE

Readmission to doctoral candidacy is necessary if a doctoral candidate has not maintained continuous enrollment. If a student has not been registered for a period of three (3) consecutive semesters, they are dropped from "active" status and must be readmitted to doctoral candidacy to allow for registration in dissertation hours.

SECTION I: STUDENT INFORMATION

- **Name:** Input last name first, then first name and middle initial (if applicable).
- **USF ID#:** Input your USF ID#, digits only, after the "U" (DO NOT put in your Social Security Number).
- **Address:** Input your current mailing address. If this is different from what is on file in the Registrar's Office, please contact them to update your file.
- **Telephone Number:** Input your telephone number. Make sure this is one that we can reach you at easily or leave a message if there are any problems/questions about your form.
- **Email Address:** Input your email address. Please make sure this is one that you check regularly so that you are aware of any information electronically sent out in a timely manner.
- **Degree:** Input your degree (i.e., M.A., M.S.P.H., Ph.D., etc.).
- **Major:** Input the name of your major (i.e., Biology, Public Health, Elementary Education, etc.).
- **Department:** Input the name of your department (i.e., Integrative Biology, Teaching and Learning, etc.).
- **College:** Select from the list (AC, BC, BU, CS, EN, EU, FA, GS, MD, MS, NR, PH, RX).

SECTION II: ENROLLMENT PERIOD

- **Original Date of Doctoral Candidacy:** List the date of your original admission to doctoral candidacy. If approved, readmission to doctoral candidacy reactivates your doctoral candidacy status back to your original admission to doctoral candidacy date. All criteria necessary for admission to doctoral candidacy is applicable to readmission to doctoral candidacy (see policies in the Graduate Catalog). If an approved Graduate Leave of Absence Request is on file with the Office of Graduate Studies and the Office of the Registrar, the Graduate Leave of Absence time does not negatively affect your time limit. Attach approved Graduate Leave of Absence Request form.

  NOTE: If you have surpassed your time limit and no approved Graduate Leave of Absence Request is on file in the Office of the Registrar, a Time Limit Extension Request form must also be submitted before readmission to doctoral candidacy can be approved (see the Office of Graduate Studies website and click on Forms).

- **Reinstatement of Admission (if applicable):** List the semester for which you have been reinstated into the major. Attach the student's Reinstatement Approval Letter from Graduate Admissions. You must register for hours in this semester in order to validate your reinstatement.

- **Returning Semester:** This is your returning semester and you must register for hours in this semester.

  NOTE: You will not be allowed to register for dissertation hours unless your Readmission to Doctoral Candidacy Request from has been processed and approved by the Office of Graduate Studies. The Readmission to Doctoral Candidacy Request form should be submitted as soon as possible once the registration appointment time has been granted. List your returning registration appointment date.

- **Student Signature:** You must sign and date this form in order for processing to be completed.

For assistance, please go to the Graduate Major Contact Information site: http://www.grad.usf.edu/programs/search_all.php.

- **Printed Name/Signature:** Input the appropriate name on the left and obtain the signatures of the faculty members listed. (Signatures must be an original – not a copy)
- **Date:** Ensure that the signers have also provided a date of approval.

SECTION IV: SUBMISSION INFORMATION/REGISTRAR'S OFFICE

- **Submission Semester:** Submit the Readmission to Doctoral Candidacy form to the Office of Graduate Studies no later than one month prior to returning semester. The Readmission to Doctoral Candidacy form must be submitted, approved and the Office of the Registrar must be notified before the student can register for dissertation hours. The Readmission to Doctoral Candidacy form should be submitted as soon as possible once the registration appointment time has been granted.
- **Procedure for Submission:** Fill out online form, secure appropriate signatures through College Dean/Associate Dean level, and submit to the Office of Graduate Studies ONE original signed form with:
  o Student's letter of request.
  o Student's unofficial transcript attached.
  o A copy of the student's Reinstatement Approval Letter from Graduate Admissions (if applicable).
  o A copy of the student's approved Graduate Leave of Absence Request form (if applicable).
  o The Time Limit Extension Request form (if applicable).

SECTION V: OFFICE OF THE REGISTRAR

- **Routing/Approvals:** Once approved by the Office of Graduate Studies, the Office of the Registrar will be notified by email and three copies will be forwarded to each applicable college (one for the college, one for the major/department and one for the student).

DOCTORAL CANDIDACY VERIFICATION

- **Staff:** Doctoral Candidacy status can be verified in BANNER. Open the SGASTDN screen (General Student Form). At the bottom left of the form where the student's "class" is listed, the code will be "6C", and the terminology next to the code will read "**Doctoral Candidate**". Once listed in this way, the student should be able to register for dissertation hours.
- **Students:** Doctoral Candidacy status can be verified through your OASIS account.
  o Login to **OASIS**
  o Click on Student > Registration > Registration Status.
  o Select the Term (if applicable) and click the Submit button
- Under Curriculum Information, your "Student Level" should read "Doctoral Candidate." Once listed in this way, you should be able to register for dissertation hours.

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SECTION I: STUDENT INFORMATION		
Last Name	First Name	USF ID#
Street Address	City	State / Zip Code
Degree / Major	Department	College
Email	Phone Number	

SECTION II: ENROLLMENT PERIOD	
Original Admission to Doctoral Candidacy Date: (if applicable, attach Graduate Leave of Absence Request form or Time Limit Extension Request form)	Date (mm/dd/yyyy)
Reinstatement of Admission Semester: (if applicable, attach student's Reinstatement Approval Letter)	Semester and Year
Returning Semester: (list registration appointment date)	Semester and Year
	Returning Registration Appointment Date

Student Signature	Date

SECTION III: APPROVALS			
	Name	Signature	Date
Major Professor			
Co-Major Professor			
Graduate Director/Designee			
College Dean/Associate Dean/Designee			
Graduate Studies Associate Dean/Designee			

SECTION V: OFFICE OF THE REGISTRAR		
Entered into the General Student Record:	Signature	Date