



OFFICE OF THE REGISTRAR

Request for Maintenance of Matriculation

This form is to be used by students taking full-time outside studies required by their program. (If you are pursuing outside courses on your own you must file a "**Leave of Absence**" or "**Official Withdrawal**" form. The registrar can help you determine the correct option.)

*Please note: It is the responsibility of the student to file this form EACH semester when taking outside courses. This form is subject to approval by your school. **There may be financial aid considerations associated with filing this form—consult the Office of Student Accounts.***

Name: _____ YU ID #: _____
LAST FIRST STARTS WITH # 800 or 999

Phone: _____ YU Email: _____

Semester Requested (choose ONE): ☐ Fall 20____ or ☐ Summer 20____

You are in:

- ☐ Combined Plan in Engineering at Columbia
☐ Bernard Revel Graduate School PhD Program
☐ Approved Consortium Agreement with another school
☐ Nursing Program at NYU
☐ Other: _____

Student Signature _____ Date _____

Student submits form to the school office for approval.

FOR OFFICE USE ONLY

Office of the Dean:

Comments _____

☐ Approved ☐ Denied Signature _____ Date _____

Dean submits form to the Registrar to be processed

Office of the Registrar:

Comments _____

Processed by _____ Date _____