

# Admission and Financial Aid

## ADMISSION

### UNDERGRADUATE MATRICULATED STUDY

Stanford's undergraduate community is drawn from throughout the United States and many other countries. It includes students whose abilities, intellectual interests, and personal qualities will allow them to benefit from and contribute to the University's wide range of teaching and research programs in the humanities, natural sciences, social sciences, and engineering. The University admits students with highly developed skills in particular areas, as well as those with versatility in a number of fields. Stanford is committed to meeting the University-computed financial need of each admitted student, and admission decisions are made without regard to the applicant's financial status, except in the case of international students (students who are neither U.S. citizens nor permanent residents).

Stanford welcomes a truly diverse and multicultural community, and a special effort is made to attract, enroll, and provide support services for a collection of undergraduates that is diverse in many ways. Admission practices are in accordance with University policies on nondiscrimination, and there are no quotas of any kind.

In order to preserve the residential character of the University and to maintain a favorable student-faculty ratio, Stanford has a limited undergraduate enrollment. The anticipated size of the freshman class is 1,600 students. Some 75-100 transfer students, entering either the sophomore or junior class, are also admitted each year. For both freshman and transfer admission, the University receives many more applications from qualified students than there are places available.

Stanford expects students to adhere to the principles of its Fundamental Standard: "to show both within and without the University such respect for order, morality, personal honor, and the rights of others as is demanded of good citizens." Admission officers select undergraduates who they believe will benefit most from the University's resources, contribute energetically to its community and to the education of their classmates, and go on to lead lives of intellectual, personal, and societal accomplishment and fulfillment.

Because application procedures, requirements, and deadlines vary from year to year, specific information regarding application for admission as either a freshman or transfer student should be obtained by contacting the Office of Undergraduate Admission, Stanford University, 520 Lasuen Mall, Old Union Building, Room 232, Stanford, CA 94305-3005; [admission@stanford.edu](mailto:admission@stanford.edu); or <http://admission.stanford.edu>.

### NONMATRICULATED STUDY

Permission to enroll at Stanford as a nonmatriculated student during Autumn, Winter, and Spring Quarters is not routinely approved except under extenuating circumstances. Nonmatriculated students authorized to enroll at Stanford University are not admitted to any Stanford degree program and are permitted to register for a specific period, usually one, two, or three quarters. Financial assistance from Stanford University is not available. Permission to enroll as a nonmatriculated student does not imply subsequent admission as a matriculated student. Students interested in nonmatriculated status during the Autumn, Winter, and Spring quarters should contact the Office of the University Registrar, not the Office of Undergraduate Admission.

*High School Nonmatriculated Students*—Local high school students are eligible to be considered to attend Stanford as nonmatriculated students on a limited basis when they have exhausted all of the courses in a given discipline offered by their high school. Nonmatriculated high school students are permitted to enroll in one course per quarter and are required to pay the applicable tuition. Permission from the academic department and the Registrar is required.

*Summer Session*—Students wishing to enroll as nonmatriculated students during Summer Quarter should contact the Summer Session Office for more information about the Summer Visitor Program. Admission to the Summer Visitor Program does not imply regular admission to Stanford for subsequent quarters or to one of Stanford's regular degree programs.

### GRADUATE MATRICULATED STUDY

Applicants from colleges and universities of recognized standing who hold a U.S. bachelor's degree or its equivalent are eligible to be considered for admission for graduate study. Details regarding degrees offered in specific departments are given in the *Guide to Graduate Admission*. The number of applicants who can be admitted for work in a particular field of study at any time is limited by the facilities and programs of the school or department and by the number of matriculated students who continue their work in that field.

*The Coterminous Degree Program*—This program permits matriculated Stanford undergraduates to study for bachelor's and master's degrees simultaneously in the same or different departments. Application policies and procedures are established by each master's department. Applications must be submitted no earlier than the student's completion of 105 units, or eighth quarter of undergraduate study. Stanford quarters and transfer quarters are included (calculated by dividing the total allowable transferred units by 15). Applications must be submitted and approved no later than the eleventh quarter of undergraduate study. (Stanford quarters and transfer quarters included and calculated as above.) Students who decide to apply for admission to master's programs after these deadlines are not eligible for the coterminous program and must apply through the regular graduate admission process.

### APPLICATION PROCESS

Specific information regarding test requirements, other application procedures and requirements, and closing dates for filing applications and supporting credentials for admission and financial aid are listed in the *Guide to Graduate Admission*.

Graduate fellowship funds and assistantships are generally committed in March for the entire period comprising Autumn, Winter, and Spring quarters of the next academic year. Awards are seldom made to students who enter the University in Winter, Spring, and Summer quarters; such applicants must meet the same financial aid application requirements as those entering in Autumn Quarter.

Applications may be submitted electronically for graduate programs in the schools of Earth Sciences, Education, Engineering, Humanities and Sciences, and the Biosciences (non-M.D. programs in Medicine). Application instructions may be found at [www.stanford.edu/dept/registrar](http://www.stanford.edu/dept/registrar).

The *Guide to Graduate Admission* may be obtained from Graduate Admissions, Office of the University Registrar, Old Union, Stanford University, Stanford, California 94305-3005, except for the programs listed following this paragraph. The University prefers that prospective graduate students apply online at <http://www.stanford.edu/home/admission/index.html>. Students who are unable to apply online may obtain a paper admissions packet from Graduate Admissions, Office of the University Registrar, Old Union, Stanford University, Stanford, CA 94305-3005. The cost for this packet is \$20, which includes a copy of the *Stanford Bulletin*. For admission to the following programs, please apply directly at the address listed:

**Business**—Applicants should write to Director of Admissions of the M.B.A., Ph.D., or Sloan Program, Graduate School of Business, Stanford University, Stanford, CA 94305-5015 for information and application forms.

**Law**—Applicants should write to Director of Admissions, School of Law, Stanford University, Stanford, CA 94305-8610. The Law School Admissions Test is required.

**M.D. Program**—Applicants should write to Admissions Committee, School of Medicine, 251 Campus Drive, MSOB X341, Stanford, CA 94305-5404 for an AMCAS (American Medical College Application Service) application request card and information about the M.D. program. Applications and transcripts must be received by AMCAS by November 1. The Medical College Admissions Test is required.

**Coterminal Master's Program**—Interested Stanford undergraduate students should contact directly the department in which they wish to pursue a master's degree and must adhere to the application deadlines described in the "Coterminal Degree Program" above.

## NONMATRICULATED STUDY

Eligibility for consideration for nonmatriculated status is restricted to two groups of applicants:

1. Stanford alumni who wish to return to Stanford to take courses that are prerequisites for Medical School admission, i.e., undergraduate Biology or Chemistry courses, are eligible to apply for nonmatriculated status. An application form, application fee, statement of purpose, and three letters of recommendation are required. The decision to admit or deny will be made by the Director of Graduate Admissions on the basis of relevant factors, including a 3.0 GPA and positive letters of recommendation.
2. Individuals who graduated from other universities are not eligible to take the prerequisites for Medical School at Stanford.
2. Individuals who hold a bachelor's degree or equivalent and wish to take courses in a specific department that allows non-degree students are eligible to apply for nonmatriculated status. An application form, application fee, statement of purpose, original transcripts, and three letters of recommendation are required. The decision to admit or deny will be made by the chair of the department in which they wish to take courses and conveyed in writing to the Graduate Admissions Office. Applicants will be notified of the decision by the Office of the University Registrar.

Students who are granted nonmatriculated status may register for a maximum of one academic year. 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.

Nonmatriculated students are not permitted to enroll in certain courses, such as those in the following departments or programs: film and broadcasting courses in Communication; graduate level courses in Psychology; all courses in Computer Science, Economics, Electrical Engineering, International Policy Studies, and the School of Medicine. Nonmatriculated students receive academic credit for courses satisfactorily completed and may obtain an official transcript. They may use University facilities and services. In classes of limited enrollment, students in degree programs have priority. Nonmatriculated students may apply for housing but will have a low priority for assignment. No fellowships, assistantships, or Stanford loans are available for nonmatriculated students.

Nonmatriculated students who later apply for admission to a degree program must meet the standard admission requirements and should not anticipate special priority because of work completed as a nonmatriculated student. Students who are admitted to a degree program may apply a maximum of 15 units of nonmatriculated study toward the residency requirement for a master's degree and 30 units for the Engineer or Ph.D. degree.

Application forms for nonmatriculated status during the regular academic year are available from Graduate Admissions, Office of the University Registrar, 520 Lasuen Mall, Old Union Building, Stanford, CA 94305-3005. Deadlines for applying are included with the forms and are generally required two months before the start of the quarter.

Applicants interested in nonmatriculated student status for the Summer Quarter only should contact the Summer Session Office, 482 Galvez Mall, Stanford, CA 94305-3005.

## POSTDOCTORAL SCHOLARS

Postdoctoral scholars are trainees in residence at Stanford University pursuing advanced studies beyond the doctoral level in preparation for an independent career. Postdoctoral scholars are appointed for a limited period of time and may participate on Stanford research projects and/or may be supported by external awards or fellowships. In all cases, their appointment at Stanford is for the purpose of advanced studies and training under the sponsorship of a Stanford faculty member.

Postdoctoral appointments are generally restricted to those who have earned their Ph.D. within the last three years or their M.D. within the last six years. Postdoctoral scholars are appointed at Stanford for fixed terms (preferably of one year's duration each) that may total up to four years.

All postdoctoral scholars appointed at Stanford must be supported by either Stanford grants and contracts, training grants, departmental or school fellowship funds, or external fellowships, or by a combination of these sources. In addition, all postdoctoral scholars also receive a benefits package including medical, dental, life, and disability insurance. Scholars are normally appointed for 100% time.

All postdoctoral scholars must be registered at Stanford during every academic quarter of their appointment. Registration entails payment of a quarterly postdoctoral fee, which is paid by the academic department or school appointing the scholar.

Prospective postdoctoral scholars should write directly to the department in which they wish to study.

## VISITING RESEARCHERS

In limited instances, it is to the benefit of Stanford faculty to permit persons who have not yet obtained a Ph.D. (or its foreign equivalent) or who are not recognized experts in their fields to engage in research on the Stanford campus using Stanford research facilities. Such instances might include students at other universities who are engaged in graduate-level research in a field of interest to the faculty member, a person doing a laboratory rotation as part of a larger research study or grant, or employees of companies who are conducting research which requires specialized equipment available only at Stanford.

In these instances, since the person is not eligible for Visiting Scholar status, they may be eligible to register as nonmatriculated graduate students in the Visiting Researcher category for a maximum of one year. Invited persons must be qualified to conduct research at a level comparable to that of other Stanford graduate students, and the research must be of benefit to Stanford as well as to the visitor. Admission forms for visiting researchers are submitted to the Registrar's Office by the department issuing the invitation.

Visiting researchers are charged the TGR (Terminal Graduate Registration) tuition rate quarterly and may waive the University's student medical insurance plan only if they have comparable coverage with another carrier. They may not enroll in or audit any courses, but in quarters they are registered are eligible for the usual student benefits of nonmatriculated student status. Visiting researchers may apply for housing, but will have a low priority for assignments. No fellowships, assistantships, or Stanford loans are available for visiting researchers. Stanford cannot certify visiting researchers for deferment of U.S. educational loans. Citizens of other countries who enter the United States to be visiting researchers at Stanford must have a DS 2019 for a J-1 visa issued

by the Bechtel International Center and must register each quarter, including Summer Quarter, to maintain their visa status.

## VISAS FOR FOREIGN STUDENTS

Stanford is authorized under federal law to enroll nonimmigrant students.

All students who are not U.S. citizens or permanent residents must obtain visas for their stay in the United States. The types of visas available for students are the following:

1. Student Visa (F-1), obtained with an I-20 Certificate of Eligibility issued by Stanford University. The graduate student on an F-1 visa must enroll in a full course of study. The accompanying spouse or child enters on an F-2 visa. F-2 visa holders may not work.
2. Exchange-Visitor Visa (J-1), obtained with a DS 2019 Certificate of Eligibility issued by Stanford University or a sponsoring agency. This visa is required for graduate students sponsored by certain agencies, foundations, and governments. In some cases, Exchange-Visitors must leave the United States at the conclusion of their programs, may not change visa status, and may not apply for permanent residency in the United States until they have returned to their home countries for at least two years. The spouse of an Exchange-Visitor enters on a J-2 visa and may, in some cases, obtain permission to work.

The certificate of eligibility is issued to a student accepted for admission only upon receipt of evidence of satisfactory proficiency in the English language and certification of adequate financial support. A student transferring from another school must obtain a new visa with a Stanford certificate of eligibility.

Information on visas is sent to admitted graduate students from the Graduate Admissions Office. Information on visas for postdoctoral scholars and visiting researchers may be obtained from the Bechtel International Center.

The University requires that all students who are not U.S. citizens or permanent residents maintain a visa status that allows registration as students.

## FINANCIAL AID

### UNDERGRADUATE

The University has a comprehensive need-based financial aid program for its undergraduate students (except some international students) who meet various conditions required by the state or federal government, the University, and other outside donors.

In awarding its own funds, the University assumes that students and their parents (or spouse, in the case of married students) accept the first and primary responsibility for meeting the standard educational costs established by the University. Additionally, Stanford expects financial aid applicants to apply for and use resources from state, federal, and private funding sources, contribute from their earnings during nonenrollment periods (for example, summer) and use student loans and earnings from part-time employment during the academic year to meet educational expenses. If Stanford determines that an applicant and his or her family cannot meet these expenses, the University may offer student loans, recommend part-time employment during the academic year, and/or award scholarships or grants to help meet these costs. Stanford's policy generally is to exclude undergraduates from being considered financially independent of their parents for University-administered scholarship and grant aid unless the student is an orphan, a ward of the court, at least age 25, or has an extremely adverse home situation.

In awarding Stanford financial aid funds to meet need (that is, any gap remaining after reducing the standard budget by the University-determined family resources and any outside resources to which the student is entitled such as state or Pell grants, tuition benefits, and so on), Stanford first offers "self-help," which includes student loans and/or an academic year earnings expectation. The University normally expects

that during enrollment periods, students will work or borrow to meet a portion of the standard budget. The self-help expectation may be lower for certain categories of students including those from lower-income families, those who are academically in the top of the entering class, and those who bring diversity to the Stanford student body. If the University-determined need is greater than the self-help expectation, Stanford awards scholarship or grant funds to meet the remaining need.

Scholarships or grants from outside private sources may change the University's financial aid award. If the total in outside scholarships exceeds the need-based earnings expectation and loan portion of the financial aid package, the University then reduces its own scholarship or grant offer dollar for dollar.

The University considers applicants for its own scholarship and grant support beyond the twelfth quarter only if enrollment is essential in order to complete the minimum requirements for the first baccalaureate degree or major; a total of fifteen quarters is the limit for such aid. Students who enroll for a fifth year in pursuit of a coterminal program, a minor, a second major, a second degree, or the B.A.S. degree are not eligible for University scholarship and grant consideration but may apply for student loans.

## APPLICATION AND AWARD NOTIFICATION PROCESS

### FILING DEADLINES

Prospective freshmen	Single Choice-Early Action, November 1, 2003
Prospective freshmen	Regular Review, February 1, 2004
Prospective transfers	March 15, 2004
Returning students	April 15, 2004

### APPLICANT DOCUMENTS

The documents the applicant must submit each year for financial aid consideration vary depending on the applicant's nationality and the type of funds sought.

U.S. citizens and permanent residents who wish to be considered for all available funding administered by Stanford should submit the following documents. Canadians file the following except the FAFSA.

1. Free Application for Student Aid (FAFSA), which must be processed by the federal processor. California residents must submit a GPA Verification Form to the California Student Aid Commission (CSAC), as well as the FAFSA to the federal processor, by March 2, 2004, for Cal Grant consideration.
2. The PROFILE processed by the College Scholarship Service (CSS).
3. Copies of 2003 W-2 forms from the applicant's parents for continuing students. Copies of 2003 W-2 forms and tax statements from the applicant's parents for new students.

A complete application for U.S. citizens and permanent residents applying for Stafford loan consideration only includes:

1. Free Application For Federal Student Aid (FAFSA), which must be processed by the federal processor.
2. Copies of 2003 W-2 forms from the applicant's parents for continuing students. Copies of 2003 W-2 forms and tax statements from applicant's parents for new students.

A complete application for international students (except Canadians) includes the Foreign Student Financial Aid Application and the Certificate of Finances.

Students whose application materials are filed after the published deadlines, who have not borrowed or worked in prior years, or who have not secured all external funds such as Pell and Cal Grants, can expect higher levels of self-help in their financial aid packages.

Applicants and their parents are required to submit accurate and complete information on all application documents. To monitor for accuracy and reliability of information, the University participates in a U.S. Department of Education project that samples the reliability of the data on a number of applications. The FAO may request documents, in addition to the application materials, to verify this information. Students will



have their financial aid funds withheld or canceled and their future registration held if they fail to submit the information requested. Financial aid awards may change as a result of the verification process.

## NOTIFICATION DATES

The FAO will notify early decision applicants who apply by the November filing date in December. The FAO will notify the freshman applicants who apply by the February 1 filing date in early April. Transfer applicants who submit complete applications by the March 15 filing date are normally notified of their financial aid award within 10 days of their notice of admission.

The FAO begins mailing award notices to continuing and returning applicants approximately early August. Applicants who file after the filing date may not have a financial aid award or funds secured for disbursement by the Autumn Quarter payment due date.

## PAYMENT AND FINANCING OPTIONS

Parent loan and financing options may help families of students receiving financial aid meet the expected parent contribution. Many of these options are also available to families who do not qualify or apply for financial aid but feel the need for some extended financial credit to help meet the costs of attendance. Parents should also contact their employers for information about programs that may be available to them as employees' benefits to help meet college costs.

## GRADUATE

Academic departments at Stanford University offer financial support to many graduate students. Funds are most often targeted to doctoral candidates and rarely cover all of a student's expenses. In addition to Stanford support, students usually need to use long-term loans, savings, liquidated assets, a spouse's earnings, or parental support. They are expected to study full time in order to attain the degree as soon as possible. Students with families to support or with medical or other special needs should budget income and expenses carefully. Loan funds alone may be insufficient to meet the expenses not covered by the Stanford award.

Students should consider part-time employment only after consultation with their department advisers and if no other alternative is possible. Students fully supported by Stanford are limited to additional employment of no more than eight hours per week; due to visa restrictions, international students may not be similarly employed.

*Note*—No fellowships, assistantships, or loans are available for non-matriculated students.

## FELLOWSHIPS AND ASSISTANTSHIPS

Fellowships, research assistantships, and teaching assistantships are an integral part of the educational program for many graduate students; they also provide funds for graduate student support. As part of their academic plans for students, departments determine assignments for graduate assistantships and fellowships; they also determine the disposition of funds available for graduate fellowship and assistantship appointments. Academic program, academic merit, and availability of funds are the primary considerations in the awarding of graduate financial support. The availability of aid varies considerably among departments and programs. Support offers range from partial tuition fellowships to awards that provide full tuition and a living stipend. Some departments admit only those students to whom they can offer support or who have guaranteed funds from other outside sources. Other departments may offer admission but are unable to provide financial assistance due to limited financial resources. Very few awards are given for study toward master's degrees.

Application procedures and deadlines for admission and financial aid are described in the *Guide to Graduate Admission*. Fellowships and assistantships are normally awarded between March 15 and April 15, in accordance with the Council of Graduate Schools resolution. Acceptance of a Stanford award obliges the student to inform the department of any

other support received. The Stanford award may be adjusted (see "Outside Fellowships" below). Recipients of all graduate fellowships and assistantships must register each quarter of their appointment.

## OUTSIDE FELLOWSHIPS

Many Stanford graduate students hold fellowships won in national competition from outside agencies such as the National Science Foundation. Information on application procedures and terms of such fellowship programs may be obtained from reference materials in the applicant's current academic institution. If not, the student should write for information directly to the national office of the agency or foundation administering the program. A student who receives support from an outside source must notify the department immediately. The Stanford award may be adjusted.

## LOANS

Graduate students who believe they will require loan assistance can apply for Federal Stafford Student Loan, Federal Perkins Loan, and Guaranteed Access to Education (GATE) loan programs. Inquiries regarding loan program terms can be directed to the Financial Aid Office at <http://financialaid.stanford.edu> or 520 Lasuen Mall, Old Union, Room 322, Stanford, CA 94305-3021; phone (888) FAO-3773 toll free or (650) 723-3058. International students who are not permanent residents are not eligible for government or GATE loans.

*Application*—(The following information applies to all graduate students, except those in the schools of Law and Business and in the M.D. program in the School of Medicine, who should receive information about the aid application process through their respective schools.) Graduate student loan information is available on the web site above and in a brochure sent at admission. Required application documents are:

1. The results of filing the Free Application for Federal Student Aid (FAFSA) with the federal processor.
2. Stanford Graduate Supplemental Application (online at <http://financialaid.stanford.edu>).

Students who anticipate the need to use loan proceeds to pay Autumn Quarter bills should have their completed application filed with the FAO by the June prior to the beginning of the academic year. The FAO will notify the student of loan eligibility, which is based on factors including a review of FAFSA data, the Supplemental Application, satisfactory academic progress, level of indebtedness, credit history, and availability of funds.

*Debt Management*—The University encourages wise debt management. A debt repayment calculator is available from our web site.

*Short-Term Loans*—Emergency loans are available to all students with a good credit history, including international students, upon demonstration of ability to repay the loan within three months. These loans are not available to pay University bills.

## COTERMINAL STUDENTS

Stanford undergraduate scholarships and grants are reserved for students in their first four years of undergraduate study at Stanford. University graduate fellowships are rarely given to coterminal students, but some departments may award research and teaching assistantships as part of the educational program to certain coterminal master's students who are eligible for such appointments in the quarter *after* they have completed 180 units. Students on 50 percent assistantships register for 8, 9, or 10 units per quarter; such assistantships provide a stipend and some tuition allowance. Most private and federal graduate fellowships are awarded only to students who have received the bachelor's degree.

## HONORS COOPERATIVE PROGRAM

The Honors Cooperative Program (HCP) is the only part-time graduate program offered by Stanford University. It allows working profes-

sionals, who may be eligible for tuition reimbursement through their employer, an opportunity to earn a graduate degree in engineering, computer science, or biomedical informatics on a part-time basis.

Prospective HCP students apply to the department in which they would like to pursue a graduate degree through the normal graduate admissions process, and compete with all other applicants for admission to the program. Once admitted, HCP students implement degree study through the Stanford Center for Professional Development (SCPD). Courses are delivered online and broadcast locally. HCP students are also welcome to attend classes on campus, and some on-campus attendance may be required depending on the degree track.

To participate, industry students must have the support of their employer as a member company of the Stanford Center for Professional Development. This employment requirement is waived for Stanford University alumni and for members of the military on active duty. For more information, see <http://scpd.stanford.edu>, or call (650) 725-3000.

## VETERANS' BENEFITS

Liaison between the University, its students, and the various federal, state, and local agencies concerned with veterans' benefits is provided by the Office of the University Registrar located in the Old Union Building. All students eligible to receive veterans' benefits while attending the University are urged to complete arrangements with the appropriate agency well in advance of registration. In addition, students must have their department approve their study lists as meeting graduation requirements before the Office of the University Registrar can certify the courses for Veterans Affairs.

This file has been excerpted from the *Stanford Bulletin*, 2003-04, pages 11-15. Every effort has been made to ensure accuracy; post-press changes may have been made here. Contact the editor of the bulletin at [arod@stanford.edu](mailto:arod@stanford.edu) with changes or corrections. See the bulletin website at <http://bulletin.stanford.edu> for late changes.