All students in graduate degree programs must maintain status by registering each fall and spring semester in course work or with the approval of the graduate director, in “Matriculation Continued.” (*only two semesters of matriculation continued are allowed). Students who fail to maintain continuous registration must apply for reinstatement if they are to continue in good standing. Such students will be charged a reinstatement fee of $750 for each semester in which they failed to register.

STEP 1: Gain permission to be reinstated from the department by obtaining a signature on this form where indicated below from your department chair or graduate director.

STEP 2: Collect the five digit index numbers for the courses in which you would like to enroll in the upcoming term and include them on the form.

STEP 3: Calculate your reinstatement your fee amount. Students are charged a reinstatement fee of $750 for each fall and/or spring semester they failed to register.

STEP 4: Submit check or money order made out to RUTGERS UNIVERSITY for total reinstatement amount along with this form to:

Mason Gross Deans Office
Dean of Students
33 Livingston Avenue
New Brunswick, NJ 08901

STEP 5: The Mason Gross Dean’s office will submit proof of payment and index numbers of courses provided to the registrar for registration.

STEP 6: Log into your Rutgers portal to confirm registration, check your term bill and submit all payments by indicated deadlines.

CONTINUE ON NEXT PAGE TO COMPLETE THIS FORM.
GRADUATE STUDENT REINSTATEMENT FOFM

--------------------------------------------------------------- STUDENT INFORMATION ---------------------------------------------------------------

Date ____________________

Full Name __________________________________ RUTGERS ID __________ - 00 - ____________

Current Address _____________________________________________________________

Program (Department) __________________________________ Degree Sought __________________

Term and Year of Last Registration in the Mason Gross School of the Arts ______________

List below, each of the fall and spring terms in which you failed to register.

1. ___________ 2. ___________ 3. ___________ 4. ___________ 5. ___________

I wish to be reinstated and submit payment in the amount of $ ____________.

REGISTRATION (Once your term segment is created you may add/drop additional classes through webreg):

COURSE INDEX# ___________ COURSE INDEX# ___________

COURSE INDEX# ___________ COURSE INDEX# ___________

Approved to Return:

_____________________________________________________________ __________________
Signature of Department Chairperson/Grad Advisor/Director Date

_____________________________________________________________
Returning Student Signature Date

________________________________________________________________________________________
FOR OFFICE USE ONLY

Dean’s Office Receipt and Approval:

_________________________________________ __________________
Dean of Students Date

Mason Gross Business Office Receipt of Payment:

_________________________________________ __________________
Business Manager Date

University Registrar Term Creation and Registration:

Term segment created for (semester) ____________________ Date____________________

Initials _______________ Transcript annotated, ‘Reinstated for _____ semester’

Date _______________ Initials ____________________

**Please return both pages of this form with payment in full**