



# REQUEST TO DEFER GRADUATE DEGREE ADMISSION

Graduate Admissions  
Office of Admissions & Records  
1200 W Harrison Street - MC 018  
University of Illinois at Chicago

### This form should be used for the following:

- Degree applicants who have been admitted but now wish to defer their admission for up to one year.
- International applicants who were recommended for admission, but were cancelled (78 decision code) due to lack of financial documentation.
- International applicants that were admitted and issued an I-20 but now wish to defer their admission to a future term.

### This form **cannot** be used for the following (These applicants would need to reapply and submit all new documents):

- Non-degree applicants
- Denied applicants
- Applicants that were cancelled due to their file never being completed.
- Applicants who have already deferred their original application once. (Only one deferral per application is permitted)

### Procedure for submitting this form to the Office of Admissions:

1. Program should complete the middle section of this form. Every line must be completed.
2. Program should submit this form to the Office of Admissions prior to the application deadline for the term in which the deferral is being requested.
  - For domestic applicants the general deadlines are: November 1 for Spring, March 15 for Summer, and May 15 for Fall.
  - For International applicants the general deadlines are: July 15 for Spring, December 15 for Summer, and February 15 for Fall. (It is **strongly recommended** that international deferral requests be submitted to the Office of Admissions by the international deadline for the term being requested. If that is not possible the final deadline to submit requests to OAR for international deferrals is as follows: October 1 for Spring, March 1 for Summer, and May 1 for Fall)
3. For International deferral requests this form **must** be accompanied by a new *Declaration and Certification of Finances* form and a new Bank Statement or proof of sufficient funding by the department, if earlier financial statements were dated **more than six months before start of the term requested for deferral**. These applicants also need to return their I-20, if one was issued for the original term applied for. **Please notify the Office of International Services as soon as you have knowledge that a student will be deferring.**
4. If the Office of Admissions approves this deferral request a new application will be created in BANNER, new admissions material will be sent to the student, and a reference copy of this form, with the approval indicated, will be sent to the program.
5. If the Office of Admissions denies this request, this form will be returned to the program with the denial indicated and a reason listed as to why the deferral was not approved. (The program should notify the applicant of this or contact admissions with questions).

### TO BE COMPLETED BY THE ACADEMIC PROGRAM

Applicant's Name (print): \_\_\_\_\_  
 Last/Family/Surname First /Given/Personal Middle

UIN (Banner ID Number): 

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Previous admission: Term/Year \_\_\_\_\_ Program Code: 

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Degree \_\_\_\_\_

Was applicant previously admitted on limited standing?

No  Yes - **a new limited status letter was sent to the applicant and a copy is attached.**

Was this a readmission to the same degree **and** program in which applicant was previously enrolled at UIC?

No  Yes

Will applicant require a student visa?

No  Yes - **a new Declaration and Certification of Finances and Bank Statement or proof of adequate financial aid is attached.**

I request that the admission listed above be deferred to: Term \_\_\_\_\_ Year 20 \_\_\_\_\_ (maximum of one year)

Program Name (print) \_\_\_\_\_

Director of Graduate Studies Name (print) \_\_\_\_\_

Director of Graduate Studies Signature \_\_\_\_\_ Date \_\_\_\_\_

### TO BE COMPLETED BY THE OFFICE OF ADMISSIONS AND RECORDS - GRADUATE ADMISSIONS MC 018

Approved \_\_\_\_\_ Denied \_\_\_\_\_ /Reason: \_\_\_\_\_

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

**If question 1 or 2 is marked yes, then a copy of this form must be sent to the Graduate College by the Admissions Office, if Admissions approves this request.**