

Deferral Form Instructions for PhD Students (Master's Students use the Google Form)

For the Student

- Download the Deferral Form to your computer from the Graduate School website (gradschool.umbc.edu/students/forms/).
- Open the PDF in Adobe Reader to complete the form. If you have trouble opening or filling out the PDF, please download or update Adobe Reader (get.adobe.com/reader).
- If you don't know your Student ID or Plan & Degree Code, these sections can be completed by your academic department.
- Sign the form by typing your name into the Signature field. Your signature here is consent for the Graduate School to withdraw you from any registered courses from your original semester.
- When your sections are complete, save and close the PDF. Then, email the form as an attachment to your primary contact in your academic department, usually the Graduate Program Coordinator (you can look up their contact information here: gradschool.umbc.edu/admissions/programs).

For the Academic Department

- Download the Deferral Form attachment to your computer from the requesting student's email.
- Open the PDF in Adobe Reader to complete the form. If you have trouble opening or filling out the PDF, please download or update Adobe Reader (get.adobe.com/reader).
- Please add the Student ID and Plan & Degree Code if blank.
- Sign the form by typing your name into the Signature field.
- When your sections are complete, save and close the PDF. Then, email the form as an attachment to the appropriate Graduate School Admissions Specialist.
 - Domestic degree / certificates on way to degree – Kathie Nee (nee@umbc.edu)
 - International degree – Scott Phillips (sphillips@umbc.edu)
 - Certificate (no masters) / Non-degree – Teresa Michel (tmiche2@umbc.edu)



UMBC

GRADUATE SCHOOL

Admission Deferral Request

Admitted students may request to defer their enrollment up to one academic year, or two semesters, upon approval from the admitting department and the Graduate School. NOTE: If you are unable to enroll within this timeframe, you must reapply with a new application and fee to compete with the next entering class.

Student Name (Last, First, MI):	Student EMPL ID (must):	Student Campus ID:
Graduate Program and Degree:	Plan Code & Degree Code (only complete this section if you know the answer): Department may complete	
Semester Admitted:	Semester Deferring to:	
Reason for Request:	Date of Request:	
To be completed by Student		
<input type="checkbox"/> This is a second deferral request		

STUDENT STATEMENT: I agree that by deferring to another semester, I am consenting to withdrawal from courses from my original semester. (Please sign below.)

STUDENT'S SIGNATURE		
Student Name: (Print Name)	Signature:	Date:

DEPARTMENT APPROVAL		
Submission of this form is the academic program's approval of this deferral to a new admission term.		
Graduate Program Approver: (Print Name)	Signature:	Date:
To be completed by Department		

ACTION TAKEN BY GRADUATE SCHOOL		
<input type="checkbox"/> Deferred <u>non-matriculated</u> admission manually in GS to: _____	<input type="checkbox"/> Deferred <u>matriculated</u> admission to: _____ via RT Ticket # _____	GS Initials / Date:
Notes to the Registrar's Office:		
To be completed by Graduate School		