

## Request for Maintaining Matriculation

Students who do not register for courses or credits in a semester must register for Maintaining Matriculation or a Leave of Absence. This form should be used by students who are eligible for and requesting Maintaining Matriculation. Please refer to the Maintaining Matriculation policy for more information on eligibility requirements for and purposes of Maintaining Matriculation Status.

1. **Name:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_  

Last Name
First Name
Middle Initial
2. **Rutgers Email Address:** \_\_\_\_\_
3. **Current Mailing Address:** \_\_\_\_\_  

Include Number, Street and Apt. Number
City
State
Zip Code
4. **Phone Numbers:** \_\_\_\_\_  

Home Telephone Number (incl. area code)
Business Telephone Number (incl. area code)
Mobile Telephone Number (incl. area code)
5. **Location:** (please check one)     **New Brunswick**     **Newark**
6. **Are you enrolled at the School of Public Health on a student Visa (F-1, J-1)?**     **Yes**     **No**
7. **Are you receiving Financial Aid?**     **Yes**     **No** (Students receiving Financial Aid must obtain signature from the Financial Aid Officer.)
8. **Have you reviewed the Maintaining Matriculation policy (this form is not the policy)?**     **Yes**     **No**
9. **Have you been on Maintaining Matriculation Status from the School of Public Health before?**  
 **Yes**     **No**    **When:** \_\_\_\_\_  
(list all semesters & years)

**TO THE REGISTRAR**

I am requesting Maintaining Matriculation Status (\$35 fee) for the School of Public Health for \_\_\_\_\_ and for the following reason(s) (explain briefly): \_\_\_\_\_  
(semester & year)

In order to maintain my active status in the Rutgers School of Public Health, I petition for approval of the above request, and submit the appropriate fee.

*A student's petition for Maintaining Matriculation must be approved by the School's Registrar. A non-refundable fee of \$35 per semester is required to maintain status. Students requesting Maintaining Matriculation beyond one semester must petition for the subsequent Maintaining Matriculation and pay an additional \$35 fee. The time period granted for Maintaining Matriculation is included the overall time requirement to complete the degree program. If a student does not return after taking Maintaining Matriculation, they will be administratively withdrawn from the School.*

Student Signature	Date
Academic Advisor Signature	Date
Financial Aid Office Signature <small>(only if you are receiving Financial Aid)</small>	Date
Office of the Registrar Signature	Date

**RETURN TO  
OFFICE OF THE  
REGISTRAR**

Copies to:  
Office of Student Affairs  
Academic Advisor  
Student