

UC SANTA BARBARA
Graduate Division

PROVISIONAL ADMISSION REQUIREMENTS PETITION

Return your completed form with supporting documentation attached to the Graduate Division at 3117 Cheadle Hall or via email to gradadmissions@graddiv.ucsb.edu. Your request will be reviewed by the Graduate Division and a decision will be issued via email. See the [Admitted Students website](#) for full Provisional Admissions policies.

Student Name: _____ Perm #: _____

Email: _____ Department/Major: _____

Name & Location (Country or US State) of Institution Attended*: _____

**If you are unable to meet multiple requirements, a separate request form is required for each institution attended.*

Student Signature: _____ Date: _____

I am unable to meet the following requirement (select all that apply):

- Document Submission Deadline: I am requesting an extension until _____ (month/year)
 - Transcripts in the native language (language of instruction) of my school/institution
 - Transcripts in sealed envelopes, issued by my school/institution (official transcripts are issued unsealed)
 - Official or certified copies of my degree certificate/diploma, issued by my school/institution
 - Official English translation of my transcripts or degree certificate/diploma, issued by my school/institution
 - Delivery of electronic transcripts using an approved delivery service (my school's service is not approved)
 - Other, please specify: _____
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Justification for your request:

Provide a detailed explanation (attached) for why you are unable to fulfill the terms of your provisional admission, as outlined in your official admission letter from the Dean of the Graduate Division.

Supporting Documentation Attached (select all that apply):

Your request will not be considered if it is not accompanied by supporting documentation. Submission of supporting documentation does not guarantee that your request will be approved.

- Verification letter from the school (include the name and email address of the person supplying the letter)
 - Print-out or pdf of information from the school web site detailing the official school policy that supports this request (include a direct link to the page where this information is available)
 - Copy of school publication (e.g. student manual) detailing the official school policy that supports this request (include the name of the office or person that publishes this document and their contact information)
 - Other (Please specify: _____)
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Department Recommendation (Graduate Advisor or Chair):

Approve Deny Other (Please attach more information)

Print Name: _____ Signature: _____ Date _____

Graduate Division Admissions: Approved Extension Granted Denied Other (See Notes)

Received on: _____ Reviewed by _____ Date _____

Notes: