

The Graduate School  
Office of Graduate Student Records

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October 26, 2007

TO: Graduate Administrative Staff and Graduate Coordinators

FROM: Gann Enholm  
Coordinator, Office of Graduate Student Records

SUBJECT: International Credential Holds – Clarification and Procedural Change

As we approach advance registration for the Spring 2008 term (October 29 – November 16, 2007), I would like to remind you of the policy clarification and resulting procedural change concerning international credential holds that was announced at the Annual Graduate Coordinators and Graduate Staff Workshop on Monday, September 10, 2007. The procedural change is effective for graduate students admitted Fall 2007 and later.

**POLICY CLARIFICATION:**

1. The University of Florida maintains its current policy that international credentials must be validated by the Office of Admissions before the end of the student's first term of enrollment.
2. Students with outstanding international credential issues will have registration holds on their record.

Graduate students with registration holds are viewable on the Graduate Information Management System (GIMS) by clicking the "Students with registration holds" button under the "Department information and student deficiency reports" menu. If you have students admitted Fall 2007 with registration holds and need assistance determining what documents remain outstanding, please contact the Office of Admission (352) 392-1365.

**NEW PROCEDURE:**

1. If your academic unit and college agree that mitigating circumstances exist, the Graduate School will consider a request for a second term of enrollment. A formal request on letterhead must be submitted to detail how these circumstances preclude the student from obtaining the appropriate documents. All such requests must signed by both the academic unit and the college dean's office before submission to the Graduate School.
2. In the extremely rare event that a request for a third term of enrollment is needed, additional documentation is required. This information will be considered by the Credential Holds Petition Committee, composed of representatives from the International Center, Office of Admission, and the Graduate School. In addition to a petition letter, please complete and attach the Final Missing International Credentials Hold Petition form. This form requires signatures from the academic unit and college dean's office. **Importantly, the official seal of the international institution must be obtained.** The institution must provide the first date the documents will be available. The student must provide the Office of Admission with these documents shortly after the date indicated by the international institution.

**ACTION REQUIRED:**

Please make sure all your students with incomplete international credentials are aware of the impact upon their registration. This is particularly important for those students on appointment.

In the **extremely rare** event that a request for a third term of enrollment is needed, additional documentation is required. This information will be considered by the UF Credential Holds Petition Committee, composed of representatives from the UF International Center, UF Office of Admission and the UF Graduate School. In addition to a petition letter, please complete and attach this form. This form requires signatures from the academic unit and college dean's office. **Importantly, the official seal of the international institution must be put on it.** The institution must provide the first date the documents will be available. The student must provide the Office of Admission with these documents shortly after the date indicated by the international institution.

**UF DEPARTMENTS:** When completely filled out, signed and sealed, this form must be attached to a petition letter and e-mailed to: [GraduateSchoolPetitions@aa.ufl.edu](mailto:GraduateSchoolPetitions@aa.ufl.edu)

Name of person preparing form	Campus Mailing Address	Campus Telephone	Campus E-Mail
	POB		

FOR UF DEPARTMENT USE ONLY			
Student's UFID	Student's Last Name	Student's First Name	Student's Middle Name
Student's College	Student's Department	Student's Degree	
Student Signature and Date	Department Chair Signature and Date	College Dean Signature and Date	

FOR ISSUING INSTITUTION USE ONLY		
Name of Institution	Type of Credential	Date Official Document Will Be Available
		<b>Month/Day/Year:</b>
Signature of Registrar's Office Representative and Date	Official Seal of Issuing Institution	

FOR MISSING INTERNATIONAL CREDENTIALS HOLD REVIEW COMMITTEE USE ONLY		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied		<b>TIME STAMP</b>
	_____ Committee Representative Signature	_____ Date

**TO CLEAR ALL ENTRIES AND RESET THIS FORM, CLICK HERE.**

**UF DEPARTMENTS:  
WHEN COMPLETED, THIS FORM MUST BE ATTACHED TO A PETITION LETTER AND E-MAILED  
TO: [GraduateSchoolPetitions@aa.ufl.edu](mailto:GraduateSchoolPetitions@aa.ufl.edu)**