



Krieger School of Arts and Sciences
Whiting School of Engineering

Application for Graduate Nonresident Status (WSE Master's Students, KSAS PhD and Master's Students) *(WSE PhD Students must use the WSE PhD NR Application Form and adhere to the policies therein)*

Definition

Students will be eligible for Nonresident Status if they:

- Have no courses remaining in which to enroll. Students may have the following to complete: (1) the master's essay* or doctoral thesis; (2) coursework in which an "Incomplete" grade was assigned; or (3) non-coursework requirements such as a language or computing requirement.
- Have reached the end of their departmental support period or have exhausted support from grants and cannot be fully supported by the department;
- Are working 19.9 hours per week or fewer during the academic year if employed by Johns Hopkins University in any capacity (intersession or summer employment can be full-time, however). If working, students cannot be on salary (or stipend) but must be paid hourly on a semi-monthly basis. NOTE: Research or teaching assistants expected to work more than 19.9 hours per week do not qualify for Nonresident Status.

* In the Whiting School, this may also include the master's project and journal submission.

Tuition

All students on Nonresident Status will be charged 10% of full-time tuition per semester. Nonresident students are autoenrolled in the student health insurance plan (usually at their own cost), but if eligible for a waiver, can file to waive out of the plan. Students are encouraged to visit/contact the health insurance desk in the registrar's office for more information.

Restrictions

Nonresident students are awarded the same privileges as all full-time students -- there are no additional restrictions on access to campus, faculty advising or JHU services for those with this status. However, Nonresident students are not permitted to enroll in any courses, with one exception -- under certain circumstances, international students who file for Curricular Practical Training F1 (CPT1) through the Office of International Services may register for a course entitled "Research and Teaching Practicum" (KSAS) or "Engineering Research Practicum" (WSE). The maximum amount of time that a student may retain Nonresident Status is four semesters for master's students and ten semesters for doctoral students. Upon reaching this limit, the student will be required to register for either part-time status (WSE only) or full-time resident status until degree completion.

Application Procedures

To be awarded Nonresident Status, students will be required to complete and sign a form indicating that they meet the requirements as stated above. A letter from the applicant detailing his/her current status towards completing the thesis/dissertation, as well as the progress the student expects to make while on Nonresident Status must accompany this form. The form will need to be signed by the department and the Office of International Services (if applicable) prior to its submission to the KSAS Dean's Office or the WSE Dean's Office of Academic Affairs. The final decision is made by either the Vice Dean for Education (WSE) or the Vice Dean for Graduate Education (KSAS). Students should apply for Nonresident Status well in advance of the first semester for which it is desired. When requesting a change of status for the current term, such petitions should be submitted no later than the end of the second week of the semester.

Reporting Responsibilities

Departure of a student from one of the Homewood Schools without prior arrangement of Nonresident Status will be deemed a permanent withdrawal from the student's program. While on Nonresident Status, students are expected to provide the Office of the Registrar and their department with an updated current address and are expected to respond to all communications and mailings (e.g. the Annual Report Form) within the deadlines specified. Failure to return these forms will be deemed a withdrawal. Students who withdraw from their programs must be formally readmitted, at the discretion of the department, before they may return to the University. If readmitted, they need not pay a second admission fee but must satisfy the residency requirements for the degree following readmission (even if previously satisfied) and pay all outstanding Nonresident fees.



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Section 1: To be completed by the Graduate Student:

Student’s Hopkins ID #: _____ Department: _____

Name: _____
Last First Middle

Phone number: _____ JHU E-mail address: _____

1. I have previously been approved for nonresident status: Yes No
2. I am seeking the following primary degree (check one): Master’s Doctoral
3. I am an international student: Yes¹ No
4. I am planning on working on campus while in NR status: Yes No
5. I am currently receiving financial aid:
(Funds issued by the Financial Aid Office in the form of loans, grants, scholarships, work study, etc.) Yes No

6. I am requesting Nonresident status from the start of the _____ semester through the end of the _____ semester.

7. I estimate the completion of all my remaining degree requirements by _____ (mm/dd/yyyy)

- I have included the mandatory letter (1-2 paragraphs) citing the reason for my request to go on NR status, and detailing my expected progress towards my degree while on NR status.
- I understand that as a NR student, I may be auto-enrolled into the Student Health Insurance Plan and that I may be responsible for the costs if I do not waive out of the insurance (if qualified to waive).

Graduate Student’s Signature _____ Date _____

Section 2: To be completed by the Graduate Student’s Department and OIS (if applicable)

Recommended By _____ Date _____
Department Chair

Recommended By _____ Date _____
Office of International Services (if applicable)¹

After the completion of Sections 1 and 2, the Department Academic Staff will upload to the appropriate Office of Academic Affairs via a JHBox Upload

Section 3: to be completed by the Office of Academic Affairs

Approved By _____ Date _____
WSE Vice Dean for Education/ Vice Dean for Graduate Education, and Centers and Programs