

CAP Petition to REGISTER AFTER CLEARANCE OF FINANCIAL HOLD

Instructions:

- Provide all Student, Registration, Academic Advisor, and Instructor Information requested (pages 1-4).
- Print your statement in the Student Statement box below. Sign and date your statement.
- Ask your Academic Advisor to write a brief statement in the box on page 2. Have your advisor sign and date their statement.
- Ask a Student Account Counselor (E17-294) to sign and date the Financial Clearance statement on page 2.
- Ask the instructor of each of the subjects you have been attending to write a brief signed and dated statement on page 3.
- Statements may be attached as separate sheets or emailed to cap@mit.edu.
- Submit the completed petition to the CAP Administrator in 11-101.
- Note: If your petition is approved, the Registrar's Office will add a \$100 late fee to your MITPAY account.

Student Information

Last Name		First Name		Middle Initial	MIT ID
Major Department	Year in School	MIT Email Address	Campus Address		Telephone

Registration Information

Term in which to Register Late	Proposed Total Number of Units	Subjects to be Taken								
		Subject #1	Units	☐ Grades ☐ P/D/F ☐ Listener	Subject #2	Units	☐ Grades ☐ P/D/F ☐ Listener	Subject #3	Units	☐ Grades ☐ P/D/F ☐ Listener
		Subject #4	Units	☐ Grades ☐ P/D/F ☐ Listener	Subject #5	Units	☐ Grades ☐ P/D/F ☐ Listener	Subject #6	Units	☐ Grades ☐ P/D/F ☐ Listener

Student Statement (Attach an additional sheet if necessary.)

Please answer the following questions. What are your educational reasons for seeking to register after the deadline? What evidence indicates your ability to complete this term successfully?

Signature of Student

Date

Academic Advisor Statement (may also be emailed to cap@mit.edu)

Name of Academic Advisor	Room	Email Address
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Please answer the following questions. To what degree do you support this student's request to register after the deadline? What evidence indicates the student's ability to complete this term successfully?

Signature

Date

Student Account Counselor Statement

Student Accounts Officer Name	Room E17-294	Email Address
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☐ This student's Registration Hold has been resolved and the student is cleared for registration.

Optional comments:

Signature

Date

Instructor Statement, Subject #1 (may also be emailed to cap@mit.edu)

Subject Number	Instructor Name	Room	Email Address
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Please answer the following questions. When did this student begin attending class and submitting work? To what degree do you support this student's request to register after the deadline?

Signature _____ Date _____

Instructor Statement, Subject #2 (may also be emailed to cap@mit.edu)

Subject Number	Instructor Name	Room	Email Address
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Please answer the following questions. When did this student begin attending class and submitting work? To what degree do you support this student's request to register after the deadline?

Signature _____ Date _____

Instructor Statement, Subject #3 (may also be emailed to cap@mit.edu)

Subject Number	Instructor Name	Room	Email Address
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Please answer the following questions. When did this student begin attending class and submitting work? To what degree do you support this student's request to register after the deadline?

Signature _____ Date _____

Instructor Statement, Subject #4 (may also be emailed to cap@mit.edu)

Subject Number	Instructor Name	Room	Email Address
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Please answer the following questions. When did this student begin attending class and submitting work? To what degree do you support this student's request to register after the deadline?

Signature _____ Date _____

Instructor Statement, Subject #5 (may also be emailed to cap@mit.edu)

Subject Number	Instructor Name	Room	Email Address
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Please answer the following questions. When did this student begin attending class and submitting work? To what degree do you support this student's request to register after the deadline?

Signature _____ Date _____

Instructor Statement, Subject #6 (may also be emailed to cap@mit.edu)

Subject Number	Instructor Name	Room	Email Address
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Please answer the following questions. When did this student begin attending class and submitting work? To what degree do you support this student's request to register after the deadline?

Signature _____ Date _____

For Office Use Only – Do Not Write Below This Line

Petition Number	Date Petition is Complete	Previous Neglect	Date	☐ Approved ☐ Approved with Neglect ☐ Denied ☐ By Chair ☐ By Committee	Staff Initials
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