

## UNDERGRADUATE READMISSION APPLICATION

### WHO SHOULD USE THIS APPLICATION?

All students who were previously enrolled at the Amherst campus in an undergraduate degree program and who plan to re-enroll after a period of non-enrollment should file this application. This includes:

- ◆ Students returning after academic suspension or dismissal.
- ◆ Students who left in good academic standing and who want to return to active status. These students are eligible to apply for readmission for any academic session.

### WHO SHOULD NOT USE THIS APPLICATION?

Students previously enrolled:

- ◆ at the Boston, Dartmouth or Lowell campus in any status, or
- ◆ at the Amherst campus as:
  - ◆ Special Students,
  - ◆ Continuing Education students or
  - ◆ Exchange students from another college or university.

These students should apply through the Admissions Office.

### WHEN IS THIS APPLICATION DUE?

#### ◆ for any Fall semester:

April 1 On-time Registration Guaranteed  
June 30 Late Registration Only

#### ◆ for any Spring semester:

Oct. 15 On-time Registration Guaranteed  
Nov. 30 Late Registration Only

Note that these deadlines are much earlier than you might expect and are strictly enforced. A year in advance is not too early to begin planning your return.

Note too that financial aid, housing, and other student services have their own application deadlines. (See

Financial Aid Application notes below and call the Financial Aid Office as soon as possible for an application.) Housing information will be sent with your readmission packet, if you request it on your application. Submitting your readmission application on time is no guarantee that all student services, particularly financial aid and housing, will be available if readmission is approved.

### SIGNATURES REQUIRED ON READMISSION APPLICATION

Secure the required readmission clearance signatures before submitting this form. Readmission cannot be granted if required signatures are missing.

◆ **All students** applying for readmission must sign the appropriate section of the Residency Statement on the back of the application. (Note that, if you are a New England resident under 18 years of age, your parent, guardian, or spouse must sign instead.)

◆ **Students who withdrew from the University for reasons of health** must obtain clearance for readmission from the Director of Health Services. If you had a health withdrawal, send your completed application to the Director of Health Services with medical documentation attesting to your readiness to return to school. You will be contacted if the Director has any questions.

◆ **Students who withdrew from the University after the middle of the preceding semester** and who have not remained out of school for a full semester must obtain the approval of their Academic Dean for readmission. If approval is granted, the Dean will endorse your application prior to submission.

◆ **Students who may require an 11th or 12th semester to complete their degree requirements** must obtain the approval of their Academic Dean before submitting the application. Students who may require 13 or more semesters must

file an appeal to the Committee on Admissions and Records, with prior endorsement by their Academic Dean. Contact your Academic Dean for further instructions.

### GENERAL READMISSION INFORMATION

#### ◆ **Financial Aid Application.**

Financial Aid requires a completely separate application with its own deadlines (often much earlier than the deadlines for submitting this application). The Financial Aid Form (FAFSA) must be filed as early as possible since aid is on a first-come, first-served basis. Those applications which are complete by the financial aid deadline will receive the greatest consideration.

For financial aid deadlines, an application, or information, contact Financial Aid Services, 255 Whitmore, (413) 545-0801.

◆ **Administrative Withdrawals.** If there is any administrative withdrawal from the University (including Continuing Education) on your record, it MUST be cleared by you at the appropriate agency before your readmission application will be accepted. Administrative withdrawals are placed on a student's record due to outstanding obligations, usually financial, from various administrative offices on campus.

The deadline for clearing administrative withdrawals for readmission is June 30 for the fall semester and Nov. 30 for the spring semester. Clearance after these dates will delay acceptance for another full semester.

◆ **Residency.** If your residency previously was out-of-state and you want to claim in-state residency, you must request a Residency Appeal Form from the Dean of Students Office, 227 Whitmore.

## ACADEMIC POLICIES AND INFORMATION

◆ **Academic Advising.** If you are returning after any academic withdrawal, you must contact your department for counseling purposes and to verify your re-enrollment into the department. You also must make an appointment with your Academic Dean prior to registering for classes.

If you are returning after any non-academic withdrawal, you should contact your academic department to see if it is required, recommended, or optional for you to meet with an academic advisor.

◆ **Change of Major.** If you indicate on this application that you plan to request a change of major, you will be sent an official Change of Major form with your acceptance. It is your responsibility then to obtain the required signatures from the departments involved and to transfer your academic folder from your former major to your planned major. Detailed instructions are printed on the back of the Change of Major form. Please note that the major change will not be recorded until after your readmission has been accepted.

◆ **Transcripts of Additional Credits.** Students are advised to complete a Prior Approval Form (available from the Record's Office, 207 Whitmore) before enrolling in courses at another institution. If you have not already completed that form, complete it now. Official transcripts of any courses attempted at another institution should be included with your application or sent to the Records Office. Credits and university requirements approved for transfer are added to your permanent record without affecting your grade point average.

◆ **University Requirements.** All returning students will be required to

meet General Education requirements as well as college and major requirements. This policy implementation was formulated by the General Education Council and approved by the Associate Provost for Undergraduate Education.

◆ **Fresh Start Policy.** Students who have not been enrolled at the University for at least the last three years are eligible to elect readmission with the "Fresh Start" option. This option enables eligible readmitted students to have their prior work not included in their cumulative grade point average, so they "start fresh" with a 0.0 cumulative gpa. Information about the Fresh Start option will be sent to eligible students when readmission is approved.

## APPLICATION DEADLINES

◆ **for any Fall semester**

**April 1 – On-time Registration Guaranteed**

**June 30 – Late Registration Only**

◆ **for any Spring semester**

**Oct. 15 – On-time Registration Guaranteed**

**Nov. 30 – Late Registration Only**

**Mail Application to:**

**Undergraduate Registrar's Office  
University of Massachusetts  
Amherst  
213 Whitmore Building  
181 Presidents Drive  
Amherst, MA 01003**

## TELEPHONE NUMBERS

### Academic Deans' Offices

- ◆ Pre-Major Advising Services (for undeclared students, students in pre-majors, and BDIC majors)  
615 Goodell 545-2191
- ◆ Arts & Sciences Advising Center  
E24 Machmer 545-2192
- ◆ School of Education  
125 Furcolo 545-2701
- ◆ College of Engineering  
126 Marston 545-2035
- ◆ College of Natural Resources & the Environment  
111 Stockbridge 545-1969
- ◆ School of Management (SOM)  
206 SOM 545-5610
- ◆ School of Nursing  
225 Arnold 545-2703
- ◆ School of Public Health & Health Sciences  
101 Arnold 545-1303

### Administrative Services

- ◆ Bursar (bill paying and fees)  
545-2368
- ◆ Continuing Education  
545-3653
- ◆ Dean of Students Office  
545-2684
- ◆ Financial Aid Services  
545-0801
- ◆ Disability Services Office  
545-0892
- ◆ Health Center (UHS)  
577-5000
- ◆ Housing Office  
545-2100
- ◆ Off-Campus Housing  
545-0865
- ◆ Registrar (Academic Records)  
545-0555
- ◆ Undergraduate Transcripts  
545-2781
- ◆ University Switchboard  
545-0111
- ◆ Veterans Assistance  
545-2684

# Application for Readmission

University of Massachusetts Amherst

**A NON-REFUNDABLE READMISSION APPLICATION FEE OF TWENTY DOLLARS (\$20.00) IS REQUIRED. PLEASE SUBMIT A CHECK PAYABLE TO THE UNIVERSITY OF MASSACHUSETTS WITH THIS APPLICATION.**

Name \_\_\_\_\_  
LAST (FAMILY NAME) FIRST MIDDLE PREVIOUS NAME (IF APPLICABLE)

Permanent Address \_\_\_\_\_  
STREET CITY STATE ZIP

Telephone ( ) \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_  
AREA CODE MONTH/DAY/YEAR (REQUIRED FOR FINANCIAL AID)

Gender  Male  Female  
Domicile  In-State  Out-of-State  Foreign  
Housing  Yes, I would like on-campus housing information.

Planned Entrance Month & Year  September 20\_\_  January 20\_\_  
Planned Status  Part-Time  Full-Time

## What's Your U.S. Citizenship Status?

U.S. Citizen  Immigrant, Permanent Resident  F Visa  J Visa  Visa not yet obtained  Other

City and State of Birth \_\_\_\_\_ Country of Citizenship if not U.S. \_\_\_\_\_

Submit a copy of both sides of Alien Registration Card. Alien Registration No. \_\_\_\_\_ Date Issued \_\_\_\_\_

## Previous UMass Amherst Attendance

Semester/Year of last attendance \_\_\_\_\_ Class/Status at time of withdrawal (e.g., 2002) \_\_\_\_\_

Previous Major \_\_\_\_\_ Intended Major (if requesting a change) \_\_\_\_\_

## Colleges Attended Since Leaving the University

COLLEGE/UNIVERSITY	CITY/STATE	CREDITS EARNED	DATES ATTENDED	DEGREE EARNED
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**Submit an official transcript from every college or university you have attended since your last enrollment at UMass Amherst to the Registrar's Records Office, 207 Whitmore Building, Amherst, MA 01003-9313**

## Clearance for Readmission (required)

*This portion must be signed if: 1) you withdrew for reasons of health; 2) you were enrolled in the most recent regular semester and you withdrew after the midpoint of the semester; or 3) you require an 11<sup>th</sup> semester at UMass.*

1. Health Withdrawal \_\_\_\_\_  
DIRECTOR OF HEALTH SERVICES DATE

2. Late Withdrawal \_\_\_\_\_  
ACADEMIC DEAN DATE

3. 11<sup>th</sup> or 12<sup>th</sup> Semester \_\_\_\_\_  
ACADEMIC DEAN DATE

(Please circle appropriate semester)

# UNIVERSITY OF MASSACHUSETTS AMHERST RESIDENCY STATEMENT

This form must be signed by all applicants

Please read the rules and regulations for classification as a Massachusetts student. Concealment of fact or untruthful statements may cause you to be subject to denial of admission and/or dismissal from the institution.

## Part I - All applicants

Applicant's Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

As It Appears On Application

Applicant's Permanent Address \_\_\_\_\_ Street \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_ Since \_\_\_\_\_

Date of Birth \_\_\_\_\_ City and State of Birth \_\_\_\_\_

Are you a U.S. Citizen?  yes  no If not, Alien Registration No. \_\_\_\_\_  Temporary Visa  Permanent Visa

Parent's/Legal Guardian's Name\* \_\_\_\_\_

Parent's/Legal Guardian's Permanent Address \_\_\_\_\_ Street \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_ Since \_\_\_\_\_

\*Enclose proof of court appointment

## Part II - All New England residents (including Massachusetts residents) must complete the applicable section (A or B) below.

### A - If applicable - This section to be completed by applicants 18 years of age or older and/or by married applicants

I, \_\_\_\_\_, certify that I am  married  18 years of age or older, and that I have read the Rules and Regulations Governing the Residency Status of Students for Tuition Purposes at the University of Massachusetts and that pursuant to said Rules and Regulations, I am a resident of the Commonwealth or State of \_\_\_\_\_

I have continuously resided in the Commonwealth or State of \_\_\_\_\_ Since \_\_\_\_\_  
Mo/Day/Year

Signed under the penalties of perjury

Student's signature \_\_\_\_\_ Date \_\_\_\_\_  
Mo/Day/Year

### B - If applicable - This section to be completed by parent, guardian or spouse of applicants less than 18 years of age

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_ of \_\_\_\_\_  
(Father, Mother, Guardian, Or Spouse)

\_\_\_\_\_, and that I have read the Rules and Regulations Governing the Residency Status of Students for Tuition Purposes at the University of Massachusetts and that pursuant to said Rules and Regulations, I am a resident of the Commonwealth or State of \_\_\_\_\_.

I have continuously resided in the Commonwealth or State of \_\_\_\_\_ Since \_\_\_\_\_  
Mo/Day/Year

Signed under the penalties of perjury

Parent, Guardian, or Spouse's signature \_\_\_\_\_ Date \_\_\_\_\_  
Mo/Day/Year

**Note:** If the parents are divorced, or if this statement is executed by someone other than the parent, satisfactory evidence of legal guardianship or marriage to the party signing this statement must be furnished.

## Part III - Non-New England Residents only - (Part I must also be completed)

I do not qualify for classification as a Massachusetts resident as defined in Rules and Regulations Governing the Residency Status of Students for Tuition Purposes at the University of Massachusetts.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Mo/Day/Year

## TUITION CLASSIFICATION (Rules and Regulations Governing the Residency Status of Students for Tuition Purposes)

These rules and regulations, approved in 1995 by the University's Board of Trustees, and current as of publication, apply to the classification of students at the University of Massachusetts as Massachusetts or non-Massachusetts students for tuition and fee purposes.