
APPLICATION FOR READMISSION

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

PLEASE READ ALL SECTIONS OF THIS APPLICATION.

**Undergraduate Registrar's Office
University of Massachusetts
209 Whitmore Building
181 Presidents Drive
Amherst, MA 01003-9313**

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

These students should apply through the Admissions Office.

APPLICATION DUE DATES

◆ 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 & Professional 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, 209 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.

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
- ◆ College of Engineering
126 Marston 545-2035
- ◆ College of Natural Sciences
220 Morrill II 545-1969
- ◆ Isenberg School of Management
206 ISOM 545-5610
- ◆ School of Education
125 Furcolo 545-2701
- ◆ 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 & Professional 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 THIRTY FIVE DOLLARS (\$35.00) 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 _____ Student ID Number _____
AREA CODE MONTH/DAY/YEAR (REQUIRED FOR FINANCIAL AID)

Gender Male Female
Domicile In-State Out-of-State International
Housing Yes, I would like on-campus housing information.
Non-UMass Email _____

Planned Entrance Date Fall Spring 20 ____ Planned Enrollment Status Part-Time Full-Time

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, 209 Whitmore Building, Amherst, MA 01003-9313

Since you were last enrolled at the University of Massachusetts Amherst, have you ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime? Yes No

[Note that you are not required to answer "yes" to this question, or provide an explanation, if the criminal adjudication or conviction: has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential; was a first conviction for misdemeanor drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace; or any conviction of a misdemeanor where the conviction occurred more than five years prior to the date of this application, unless you were sentenced to imprisonment upon conviction of the misdemeanor, or you have been convicted of another criminal offense within the five years' period.]

If you answered "yes" to the question above, please attach a separate sheet of paper that gives the approximate date of each incident, explains the circumstances, and reflects on what you learned from the experience.

OPTIONAL: The items in italics are optional. No information you provide will be used in a discriminatory manner.

- Are you Hispanic/Latino (including Spain)? Yes No
- Regardless of your answer to the prior question, please select one or more of the following that best describe you:
 American Indian or Alaska Native (including all Original Peoples of the Americas) Native Hawaiian or Other Pacific Islander (Original Peoples)
 Asian (including Indian subcontinent and Philippines) White (including Middle Eastern)
 Black or African American (including Africa and Caribbean)
- Please check this box if you wish to be identified as being of Cape Verdean background.

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 11th or 12th semester at UMass.

1. Health Withdrawal _____
DIRECTOR OF HEALTH SERVICES DATE

2. Late Withdrawal _____
ACADEMIC DEAN DATE

3. 11th or 12th Semester _____
(Please circle appropriate semester) ACADEMIC DEAN DATE

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 _____
As It Appears On Application

Applicant's Permanent Address _____ Since _____
Street City/State Zip

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 _____ Since _____
Street City/State Zip

*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
Student's Name

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.

Part I. Definitions

1.1 "Academic period" shall mean a term or semester in an academic year or a summer session, as prescribed by the Board of Trustees or under their authority.

1.2 "Continuous attendance" shall mean enrollment at the University for the normal academic year in each calendar year, or the appropriate portion or portions of such academic year as prescribed by the Board of Trustees or under their authority.

1.3 "Emancipated person," for the purposes of residency classification for tuition shall mean a person who has attained the age of 18 years and is financially independent of his or her parents, or if under 18 years of age, (a) whose parents have entirely surrendered the right to the care, custody, and earnings of such person and who no longer are under any legal obligation to support or maintain such person; or (b) a person who is legally married; or (c) a person who has no parent. If none of the aforesaid definitions applies, said person shall be deemed an "unemancipated person."

1.4 "Parent" shall mean

- a) the person's father and mother, jointly;
- b) if the person's father is deceased, the person's mother; if the person's mother is deceased, the person's father;
- c) if a legal guardian has been appointed by a court having jurisdiction, the legal guardian;
- d) if neither the father nor mother is living and no legal guardian has been appointed, the person who then stands *in loco parentis* to the person;
- e) if the father and mother are divorced, separated or unmarried, the parent who has been awarded legal custody of the person; or, if legal custody has not been awarded, the parent with whom the person lives. With respect to any adopted student, the word "adoptive" should be inserted before the words "father" and "mother" wherever used.

1.5 "Reside," "residency" or "resident" shall mean "domicile," *i.e.*, a person's true, fixed and permanent home or place of habitation, where he or she intends to remain permanently.

Part II. Classification

2.1 For the purpose of assessing tuition and fees, each student shall be classified as a "Massachusetts resident" or a "non-Massachusetts resident." A person shall be classified as a Massachusetts resident if he or she (or the parent of an unemancipated student) shall have resided in the Commonwealth of Massachusetts for purposes other than attending an educational institution for twelve months immediately preceding the student's entry or reentry as a student.

Physical presence for this entire twelve-month period need not be required as long as the conduct of an individual, taken in total, manifests an intention to make Massachusetts his or her permanent dwelling place.

Part III. Determination of Residency

3.1 Proof of Residency

a) Each case will be decided on the basis of all facts submitted with qualitative rather than quantitative emphasis. A number of factors is required for residency to determine the intention of the person to maintain permanent residence in Massachusetts. No single index is decisive. The burden of proof rests on the student seeking classification as a Massachusetts resident.

b) The following shall be primary indicia of residency:

- 1) For unemancipated persons, the residency of parents, having custody, within Massachusetts;
- 2) Certified copies of federal and state income tax returns;
- 3) Permanent employment in a position not normally filled by a student;
- 4) Reliance on Massachusetts sources for financial support;
- 5) Former residency in Massachusetts and maintenance of significant connections there while absent.

c) The following shall be secondary indicia of residency, to be considered of less weight than the indicia listed above in subsection b):

- 1) Continuous physical presence in Massachusetts during periods when not an enrolled student;
- 2) Military home of record;
- 3) All other material of whatever kind or source which may have a bearing on determining residency.

3.2 Proof of Emancipation. A student asserting that he or she is an emancipated person shall furnish evidence to support such assertion. Such evidence may include:

a) Birth certificate or any other legal document that shows place and date of birth;

b) Statements of the person, his or her parent(s), guardian(s), or others certifying no financial support;

c) Legal guardianship papers - court appointment and termination must be submitted;

d) Certified copies of federal and state income tax returns filed by the person and his or her parent(s);

e) Where none of the foregoing can be provided, an affidavit of the emancipated person in explanation thereof and stating fully the grounds supporting the claim of emancipation.

3.3 Presumptions, etc.

a) Residency is not acquired by mere physical presence in Massachusetts while the person is enrolled in an institution of higher education. (See Section 2.1)

b) A person having his or her residency elsewhere than in Massachusetts shall not be eligible for classification as a Massachusetts resident for tuition purposes except as herein provided.

1) Any person who is registered at the University as a Massachusetts resident shall be eligible for continued classification as a Massachusetts resident for tuition purposes (until attainment of the degree for which he or she is enrolled) during continuous attendance at the institution.

2) The spouse of any person who is classified or is eligible for classification as a "Massachusetts resident" is likewise eligible for classification as a "Massachusetts resident." This provision will not apply in the case of a spouse in the United States on a non-immigration visa.

3) A person who is an immigrant/permanent resident of the United States (or has applied for such status) is eligible to be considered for Massachusetts residency for tuition purposes provided that he/she meets the same requirements for establishing residency in Massachusetts as are required of a United States citizen. Non-citizens who are in (or who have applied for) refugee/asylum status are likewise eligible to be considered for Massachusetts residency for tuition purposes provided that he/she meets the same requirements for establishing residency in Massachusetts as are required of a United States citizen. All non-citizens must provide appropriate documentation to verify their status with the United States Immigration and Naturalization Service.

4) Those students whose higher education pursuits are funded by the Department of Welfare, the Massachusetts Rehabilitation Department, or any of the other Commonwealth of Massachusetts public assistance programs.

c) A person does not gain or lose in-state status solely by reason of his or her presence in any state or country while a member of the Armed Forces of the United States.

d) For the purposes of this policy the following persons shall be presumed to be Massachusetts residents:

- 1) A member of the Armed Forces of the United States who is stationed in Massachusetts on active duty pursuant to military orders, his or her spouse and dependent students.
- 2) Full time faculty, professional staff, and classified staff employees of the University of Massachusetts system and their spouses and dependent students.

Part IV. Appeals

4.1 Any student or applicant who is unwilling to accept the initial ruling relative to his or her residency classification may file a "Residency Reclassification Appeal."

4.2 Any student or applicant who is unwilling to accept the ruling relative to his or her residency reclassification may submit an appeal to the University's Residency Appeal Committee. The decision by this Committee is final and may not be appealed further.

4.3 In any case where the Admissions Office is unable to make an initial determination based on the evidence submitted, the applicant may be required to submit a "Residency Reclassification Appeal" to the Admissions Office for their review before being finally classified as a resident or a nonresident.

Part V. Penalties

Misrepresentation in or omission from any evidence submitted with respect to any fact, which if correctly or completely stated would be grounds to deny classification as a Massachusetts resident shall be cause for exclusion or expulsion from or other disciplinary action by the University.