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# APPLICATION FOR RE-ENROLLMENT

*(formerly Application for Readmission)*

## APPLICATION DEADLINES

*for any Fall semester:*

*Mar. 15 -- 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.  
IF YOU NEED SIGNATURES, IT COULD DELAY YOUR RE-ENROLLMENT.**

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Office of the University Registrar  
University of Massachusetts  
213 Whitmore Building  
181 Presidents Drive  
Amherst, MA 01003-9313

## **WHO SHOULD USE THIS APPLICATION?**

All students who were previously enrolled at UMass Amherst 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 re-enrollment for any academic session.

## **WHO SHOULD NOT USE THIS APPLICATION?**

Students previously enrolled:

- at another UMass campus in any status, or
- at UMass Amherst as:
  - Special Students,
  - University Without Walls (formerly 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:**
  - Mar. 15 - 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 financial aid, housing, and other student services have their own application deadlines. Housing information will be sent with your re-enrollment packet, if you request it on your application. Submitting your re-enrollment application on time is no

guarantee that all student services, particularly financial aid and housing, will be available if re-enrollment is approved.

## **SIGNATURES REQUIRED ON RE-ENROLLMENT APPLICATION**

Secure the required clearance signatures before submitting this form. Re-enrollment cannot be granted if required signatures are missing.

- **All students** applying for re-enrollment must sign the Disciplinary & Criminal History Statement and the appropriate section of the Residency Statement. (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 re-enrollment 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 re-enrollment. 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 INFORMATION**

**Financial Aid Application.** To be considered for financial aid submit the Free Application for Federal Student Aid (FAFSA) online at [fafsa.gov](http://fafsa.gov). The priority filing date is March 1<sup>st</sup> for the future academic year. Applications submitted after the priority filing date will be considered for funds available at the time of awarding.

The Financial Aid Office is located at 243 Whitmore Administration Building. Information is available on their website at [umass.edu/umfa](http://umass.edu/umfa).

**Administrative Withdrawals.** If there is any administrative withdrawal from the University (including University Without Walls, formerly Continuing & Professional Education) on your record, it MUST be cleared by you at the appropriate agency before your 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 re-enrollment 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 Office of the Bursar, 215 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.

**Transcripts of Additional Credits.** Students are advised to complete a Prior Approval Form (available from the University Registrar's Office, 213 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 University Registrar's Records Area. 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.

**Fresh Start Policy.** Students who have not been enrolled at the University for at least the last three years, including Continuing & Professional Education, are eligible

to elect re-enrollment with the "Fresh Start" option. This option enables eligible 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 re-enrollment is approved.

## **TELEPHONE NUMBERS**

### **Academic Deans' Offices**

College of Education  
*Furcolo Hall W111*  
545-2705

College of Engineering  
*126 Marston*  
545-2035

College of Humanities & Fine Arts  
*E202 South College*  
545-6152

College of Natural Sciences  
*220 Morrill II*  
545-1969

College of Nursing  
*Skinner Hall*  
545-2703

College of Social and Behavioral Sciences  
*128 Thompson Hall*  
577-1057

Isenberg School of Management  
*206 ISOM*  
545-5610

College of Information and Computer Sciences  
*120 Computer Science Bldg*  
545-4822

School of Public Health and Health Sciences  
*125 Arnold*  
545-6883

### **Administrative Services**

Office of the Bursar  
*(413) 545-2368*  
<https://www.umass.edu/bursar/>

University Without Walls (formerly Continuing & Professional Education)  
*(413) 545-3653*  
<https://www.umass.edu/online/>

Dean of Students Office  
*(413) 545-2684*  
[https://www.umass.edu/dean\\_students/](https://www.umass.edu/dean_students/)

Disability Services Office  
*(413) 545-0892*  
<https://www.umass.edu/disability/>

Financial Aid Services  
*(413) 545-0801*  
<https://www.umass.edu/umfa/>

Health Services (UHS)  
*(413) 577-5000*  
<https://www.umass.edu/uhs/>

Off-Campus Student Services  
*(413) 577-2187*  
<https://www.umass.edu/offcampuslife/>

Residential Life  
*(413) 545-2100*  
<https://www.umass.edu/living/>

Student Success  
<https://www.umass.edu/studentsuccess/>

University Registrar  
*(413) 545-0555*  
<https://www.umass.edu/registrar/>

Veterans Services  
*(413) 545-5792*  
<https://www.umass.edu/veterans/>

General Campus Information  
*(413) 545-0111*  
<https://www.umass.edu/gateway/contact-umass-amherst>

# Application for Re-Enrollment (formerly Application for Readmission)

University of Massachusetts Amherst

**A NON-REFUNDABLE APPLICATION FEE OF SIXTY DOLLARS (\$60.00) 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 \_\_\_\_\_  
(REQUIRED FOR FINANCIAL AID)

Gender  Male  Female  
Domicile  In-State  Out-of-State  International  
Non-UMass Email \_\_\_\_\_  
Planned Entrance Semester: Fall Spring  
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) \_\_\_\_\_

Current Major \_\_\_\_\_

## Colleges Attended Since Leaving the University

Submit an official transcript from every college or university you have attended since your last enrollment at UMass Amherst to Transfer Processing, C/O Undergraduate Admissions, University of Massachusetts Amherst, 37 Mather Drive, Amherst, MA 01003-9313. Official transcripts can also be sent electronically to [elcolts@admissions.umass.edu](mailto:elcolts@admissions.umass.edu).

College/University	City/State	Credits Earned	Dates Attended	Degree Earned (if applicable)

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

1. Are you Hispanic/Latino (including Spain)?  Yes  No

2. 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)
- Asian (including Indian subcontinent and Philippines)
- Black or African American (including Africa and Caribbean)
- Native Hawaiian or Other Pacific Islander (Original Peoples)
- White (including Middle Eastern)

3. Please check this box if you wish to be identified as being of Cape Verdean background

## Clearances Required for Re-Enrollment

This portion **must** be signed if (select all that apply):

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;
3. you are returning from suspension;
4. you require an 11<sup>th</sup> or 12<sup>th</sup> semester at UMass.

DIRECTOR OF HEALTH SERVICES SIGNATURE (required if Box #1 applies)

DATE

ACADEMIC DEAN SIGNATURE (required if Box #2 / Box #3 / Box #4 applies)

DATE



## DISCIPLINARY & CRIMINAL HISTORY STATEMENT

Please note that concealment of facts or untruthful statements may cause you to be subject to denial of re-enrollment and/or dismissal from the University of Massachusetts Amherst. All applicants must complete and sign (under penalties of perjury) this section:

**Question #1:** Have you ever been found responsible for a disciplinary violation at any school or college you have attended, whether related to academic misconduct or behavioral misconduct, which resulted in your probation, suspension, housing removal, removal, dismissal, or expulsion from the school?

Yes  No

If you answered yes to Question #1, attach a separate page that gives the approximate date of each incident and explains the circumstances. Additionally, if the incident/s occurred at a college other than UMass Amherst, the institution's Dean of Students must also submit a letter of explanation. Your re-enrollment application will be considered incomplete without this information.

**Question #2:** Have you ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime?

Yes  No

(Note: You are not required to answer "yes" to this question 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, 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-year period.)

If you answered yes to Question #2, attach a separate page that gives the location and approximate date of each incident and explains the circumstances. Your re-enrollment application will be considered incomplete without this information.

By my signature, I certify that the information I have provided about my academic and personal history and residency is accurate and complete. Failure to disclose any required information could result in the denial of re-enrollment or retroactive administrative withdrawal from the University without refund or course credits. I understand that it is my responsibility to submit a completed re-enrollment application by the stated deadline. Failure to do so may result in my application being withdrawn without review.

Signed under the penalties of perjury, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ a.m./p.m.  
*Date Month Year Time*

Applicant's signature \_\_\_\_\_

Print name \_\_\_\_\_

# 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 re-enrollment and/or dismissal from the institution.

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## Part I - All applicants

Applicant's Name (as it appears on application) \_\_\_\_\_

Applicant's Permanent Address (please include street, city/state and 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 \_\_\_\_\_ Since \_\_\_\_\_  
(please include street, city/state, and zip)

*\*Enclose proof of court appointment*

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## 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)

\_\_\_\_\_  
Student's Name  
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.

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## 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.