Office of Admission

RE-ENTRY APPLICATION

A WHO SHOULD APPLY?

Students who have completed at least one semester at City College (but did not graduate) and have been out of school for one or more semesters must complete an application for re-entry in order to enroll. Students who left the college upon completing a City College degree and wish to re-enroll should NOT complete this form, but should file a transfer or graduate admissions application.

Graduate degree students who have been absent from the College for more than five years must reapply for admission. Graduate non-degree students wishing to re-enter in non-degree status must submit a new non-degree application. For more information and forms, visit the admissions web site, www.ccny.cuny.edu/admissions.

B. WHEN SHOULD I APPLY?

Applicants who left the College in good standing (GPA above 2.0) may submit a re-entry application prior to the first day of class.

Applicants who are not in good standing (GPA below 2.0) must submit the re-entry application at least three months prior to the first day of classes.

C. THE APPLICATION PROCESS

1. Obtain clearance from the Bursar’s Office (Wille Administration Building, Room A-103) if there are any outstanding holds on your account.
2. Complete the attached application.
3. A brief statement (25-50 words) indicating the reason(s) for your absence from the college along with relevant supporting documentation.
4. Obtain the signature of appropriate Academic Advisor/Chair/Dean of the division in which you were last in attendance (and the appropriate Committee on Course and Standing if required). Readmission is not guaranteed to any applicant. The College seeks to re-enter only those students who can demonstrate the ability to remain in good academic standing and complete degree requirements within a reasonable period of time.
   a. If you are an undergraduate student and your grade point average is below 2.0, you must also submit an appeal form which can be obtained from the appropriate Committee on Course and Standing (see list below).
   b. If you are a graduate student and your grade point average is below 3.0, you must attach a letter from the Dean of your division along with relevant documents if applicable.
5. Please be sure that all information is accurate. Submit the completed application to the Office of Admissions, along with decision notifications. The re-entry application will be processed within two business days of receipt.
6. There is a $20.00 application fee which will be charged at the time of registration. (This fee is waived for members of the military who were called to active duty.)
D. RE-ENTRY FOR UNDERGRADUATE STUDENTS WITH GPA BELOW 2.0

Undergraduate students whose grade point averages fall below 2.0 must complete an appeal form and submit it along with the readmission application. Appeal forms can be obtained from the Committee on Course and Standing in the school/division in which you were last in attendance (undeclared majors should see the College of Liberal Arts and Science):

- Spitzer School of Architecture
  - Spitzer Hall 132
  - 650-7307
  - Mr. A. Melendez
- College of Liberal Arts and Science
  - Wille Administration 206
  - 650-8113
  - Mr. A. Grablewski
- Center for Worker Education
  - 25 Broadway
  - 925-6625
  - Mr. J. Chappell
- Sophie Davis School of Biomedical Education
  - Harris Hall 102
  - 650-7156
  - Ms. M. Jimenez
- School of Education
  - NAC 3/223A
  - 650-5316
  - Ms. S. Pusey
- Grove School of Engineering
  - Steinman Hall 216
  - 650-8020
  - Assoc. Dean A. Walser
- Physician’s Assistant (P.A.) Program
  - Harris Hall 15
  - 650-7746
  - Asst. Dean G. Gates

E. RE-ENTRY FOR GRADUATE STUDENTS WITH GPA BELOW 3.0

Graduate students whose grade point averages fall below 3.0 must submit a letter of appeal addressed to the divisional Dean along with the readmission application.

F. DEGREE CANDIDATES

If you have attended other colleges since last attending City College, you must arrange for official transcript(s) to be sent to:

The City College of New York
Office of Admissions
Wille Administration Building, Room 101
New York, NY 10031

G. NON-DEGREE CANDIDATES

1. If you were an undergraduate non-degree student when you left City College and would now like to become a degree candidate, please complete an undergraduate Transfer Application at www.cuny.edu/undergraduate by the appropriate deadline, following all instructions provided.

   Note: As an undergraduate non-degree student you may take up to 24 undergraduate credits, at which point you may be required to apply for degree status.

2. If you were a graduate non-degree student when you left City College and you wish to be readmitted in non-degree status, you must submit a new application, which can be obtained at www.ccny.cuny.edu/admissions.

NOTE: The City College of New York is an Equal Opportunity and Affirmative Action Institution. The City College of New York does not discriminate on the basis of age, sex, sexual orientation, transgender, genetic predisposition or carrier status, religion, race, color, creed, national or ethnic origin, physical or mental disability, sexual orientation, marital status, alien or citizenship status, or veteran’s status in its student admissions, employment, access to programs and administration of educational policies. The college reserves the right to deny admission to any student if, in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the college or the college community. The College offers services and assistance to students with disabilities. Questions can be directed to the Office of Student Disability Services at (212) 650-5913.
RE-ENTRY APPLICATION

UNDERGRADUATE ____________  GRADUATE ____________  SEEK ____________

MAJOR/DEGREE PROGRAM IN WHICH YOU PLAN TO ENROLL ________________________________

INTENDED SEMESTER OF RE-ENTRY: FALL/ WINTER/ SPRING/ SUMMER 20____

EMPID (CUNY ID): ______________________  Social Security Number: ______________________

Last Name: ______________________________  First Name: ______________________________  MI: ______

Date of Birth: ________________  Name used when last in attendance: ______________________

Address: ________________________________________________________________________

Apt. ____________

City: ______________________________  State: ____________  Zip: ____________

Home Phone: ____________  Cell Phone: ____________  Email: ______________________

Length of time in New York State Years _________  Months ________  Are you a U.S. citizen?  Yes  No

If no, please state country of citizenship: ______________________________  Country of Birth: ____________

Immigration Status (for non-U.S. Citizens only, please check one):

- U.S. permanent resident - Date Obtained: ____________  Alien Registration number: ____________

- Temporary Visa (specify type): ____________  Date Obtained: ____________  Expiration Date: ____________

- Other (explain): __________________________________________________________________

Prior Dates of Attendance at City College:  From: _________________  To: _________________

Please list all colleges that you have attended (if any) since your last attendance at The City College.

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Student Signature ___________________________________________  Date _________________

FOR OFFICE USE ONLY

Approval of Dean: ______________________________  Date: ____________________

Conditions of readmission: ______________________________

Approved by Admissions: ______________________________  Date: ____________________

SIMS Codes: ______________________________  Major Code: ____________  Notification Date: ____________________