

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.cuny.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.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 _____

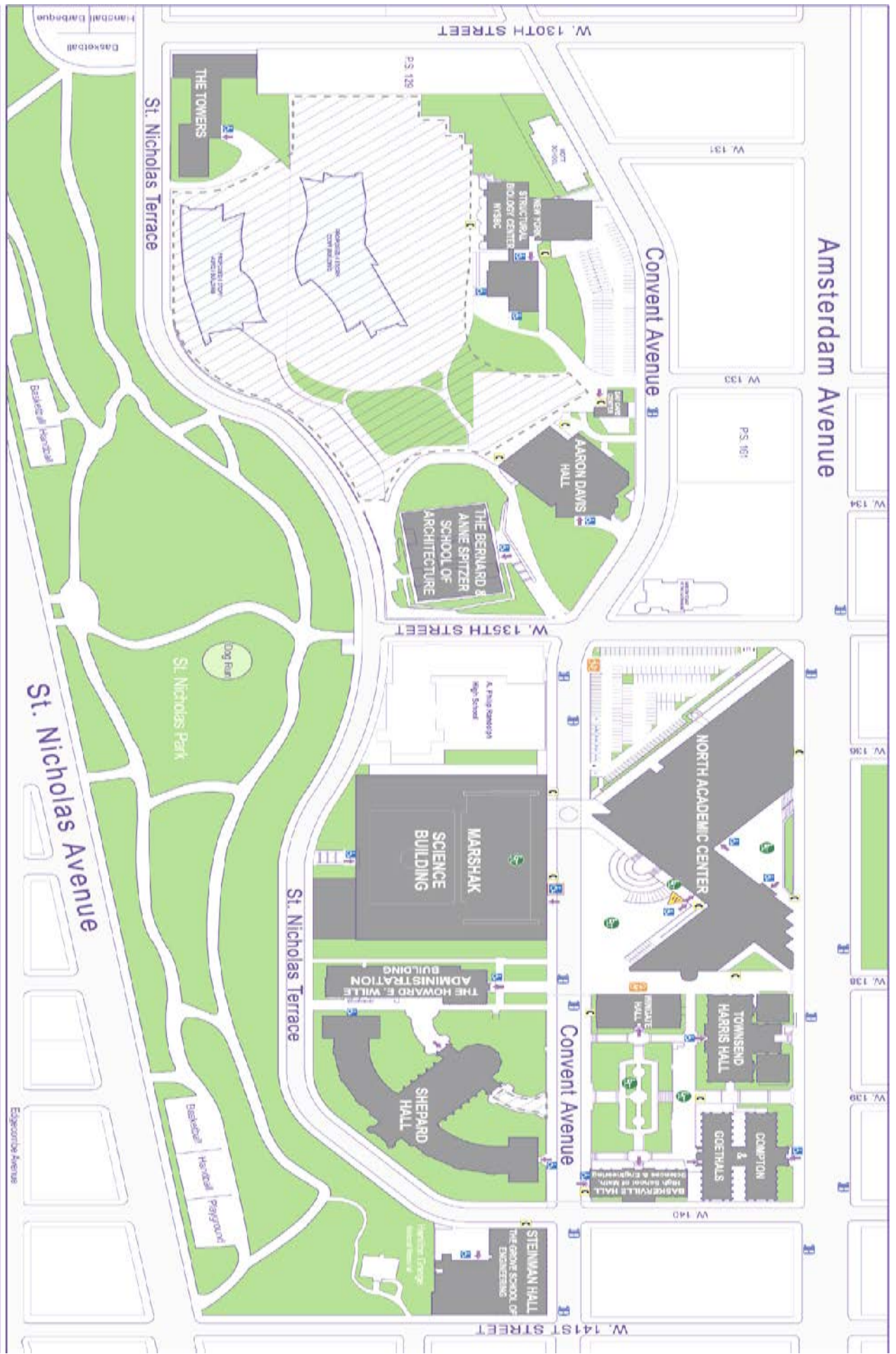
FOR OFFICE USE ONLY

Approval of Dean: _____ Date: _____

Conditions of readmission: _____

Approved by Admissions: _____ Date _____

SIMS Codes: _____ Major Code: _____ Notification Date: _____



LEGEND

- MAIN ENTRANCES
- WELCOME CENTER
- HANDICAPPED ACCESS
Access to Visit History Gym
3 Floors 20 Thru 28 only
- EMERGENCY TELEPHONE
NOTE: There is an emergency phone inside every passenger elevator on campus.
- UNDER CONSTRUCTION
- CLOSED FOR CONSTRUCTION
- BIKE RACKS
- PROPOSED BUILDING
- BUS STOP
- SEATING AREA