

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.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 **a month prior to the first day of classes**. Any application submitted less than a month prior will be processed on a case by case basis.

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. Obtain the signature of the appropriate Academic Office of the division in which you were last in attendance (see list below).

Note: 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, must obtain appropriate approval from the Office of Academic Standards, located in Wille Administration Building Room A206 or A216.
 - b. If you are a graduate student and your grade point average is below 2.0, must obtain a signature from the appropriate academic office you were last enrolled (see list below).
4. Submit the completed application to the Office of Admissions. The re-entry application will be processed within two business days of receipt.

Note: There is a \$20.00 application fee which will be charged upon registration. (This fee is waived for members of the military who were called to active duty.)

D. LIST OF UNDERGRADUATE ACADEMIC OFFICES FOR STUDENTS WITH GPA ABOVE 2.0

Undergraduate students whose grade point averages are **above 2.0** must obtain a signature from an academic office in which they were last in attendance (undeclared majors should go to the Gateway Academic Center):

Center for Worker Education	25 Broadway	212-925-6625
Division of Humanities & the Arts	NAC 5/224	212-650-7379
Division of Science	Marshak 108	212-650-6768
Gateway Academic Center	NAC 1/219	212-650-6115
Grove School of Engineering	Steinman Hall M7	212-650-8020
Powell School for Civic & Global Leadership	NAC 6/293	212-650-8551
School of Education	NAC 3/223A	212-650-5316
Spitzer School of Architecture	Spitzer Hall 132	212-650-7156

E. 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
Att: Transfer Evaluation
Wille Administration Building, Room 101
New York, NY 10031

F. 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.cny.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 Academic Office: _____ Date: _____

Conditions of readmission: _____

Approved by Admissions: _____ Date _____

LEGEND



CCNY SHUTTLE BUS

Shuttle runs between W125th St. and W145th St. subways, The Towers, and Marshak.



EMERGENCY TELEPHONE

There is an emergency phone inside every passenger elevator on campus.



HANDICAPPED ACCESS

Access to Nat Holman Gym & Rooms 20 through 28 only.



WELCOME CENTER

Visitor ID



SEATING AREA



BIKE RACKS



BUS STOP



MAIN ENTRANCES

