

Application for Readmission

Important Notes

- The deadline for readmission is the Friday before the semester begins. Please note that processing may take up to 10 business days.
- If you have attended institutions other than Augsburg please contact the Registrar's Office to see if we already have official transcripts on file. If official transcripts are not on file they must be sent to the Registrar's Office. Your application will be held until they are received.
- All financial holds must be cleared before you can be approved for readmission.
- If you were suspended or withdrew while on warning or probation, you will need to submit a form explaining your circumstances for review by the Student Standing Committee (this review extends processing time). Please contact the Registrar's Office to receive this form.
- If you withdrew for medical reasons, you will need to submit a doctor's note indicating you are well enough to resume your studies.
- If you have changed your name since you last attended, you will need to submit a copy of your legal name change documentation to have your name changed on your student record.

Instructions

1. Complete the form. Be sure to fill out all fields. Collect any necessary documentation (i.e. transcripts, doctor's note)
2. Submit form and documentation to the Registrar's Office.
3. Check the email address you provided for notification of your readmission decision.
4. If approved, follow instructions for registration.

How to Submit

In person:

Enrollment Center
Sverdrup Hall 101

By mail:

Augsburg University
Registrar's Office, CB 71
2211 Riverside Avenue
Minneapolis, MN 55454

By email or fax:

registrar@augsborg.edu
Fax: 612-330-1425
Phone: 612-330-1036

Student Information

Last Name _____	First Name _____	Middle Initial _____
Other Names Under Which You Attended _____	Email Address (an address you check regularly) _____	
Student ID _____	Last four of SSN _____	Date of Birth (MM/DD/YY) _____
Street _____	City _____	State _____ Zip _____

1. Program

- Day
- Adult Undergraduate*
- Graduate (specify) _____

2. Intended Major/Minor(s):

Major(s): _____

Minor(s): _____

***Please note:** Your request will be denied if you are requesting to readmit to a major not offered in the Adult Undergraduate program. Visit www.augsburg.edu/academics/majors for majors by program.

3. Intended Start Semester: Fall Spring Summer

4. Military Member/Veteran: Yes No

5. Eligible for VA Education Benefits: Yes No

6. Have you ever been convicted of a felony? Yes No

If yes, describe the nature of the conviction:

7. Reason for returning to Augsburg

- Complete degree
- Complete additional major/minor
- Obtain professional certification of teaching licensure
- Take prerequisites for graduate program
- Other _____

(attach separate page if necessary)

8. Reason for leaving

- Financial
- Personal
- Medical
- Suspension *(must complete separate form for Student Standing Committee review)*
- Other _____

(attach separate page if necessary)

9. Previous Education: (Official Transcripts required)

Institution	Dates of Attendance

Student Signature (Required): _____

Date: _____

Sign in ink, or draw your signature with a mouse or touchscreen device. Typed digital signatures are not accepted.

MM / DD / YYYY

Augsburg University does not discriminate on the basis of race, creed, religion, national or ethnic origin, age, gender, sexual orientation, veteran status, public assistance status, marital status, or handicap, as required by Title IX of the 1972 Educational Amendments or Section 504 of the Rehabilitation Act of 1973 as amended, in its admissions policies, educational programs, activities and employment practices.

Registrar's Office Use Only

Financial Holds: _____	DECISION:	DATE: _____	DATA ENTRY:
Academic Holds: _____	<input type="checkbox"/> Approved	_____	<input type="checkbox"/> Program Enrollment
Other Holds: _____	<input type="checkbox"/> Denied	_____	<input type="checkbox"/> Event Note
	<input type="checkbox"/> Notified of Hold	_____	<input type="checkbox"/> Notification
		_____	<input type="checkbox"/> Graduation Audit