Readmission Applicant Checklist

Preparation
- Review all readmission information.
- Use the College/School Contact List to contact the school to which you wish to be readmitted.
- Watch all nine readmission videos (or read the transcripts).
- Take courses at another institution if required by the program to which you are applying.
- Know and meet the layout requirements for your program and drop status.
- Make sure all holds (with the exception of those listed below) are cleared from your account by the appropriate application deadline for your entry term or your application will not be considered.

<table>
<thead>
<tr>
<th>Academic Drop</th>
<th>Admissions</th>
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</thead>
<tbody>
<tr>
<td>No Direct Deposit Auth on File</td>
<td>Emergency Contact</td>
</tr>
<tr>
<td>Financial Responsibility</td>
<td>Immunization</td>
</tr>
<tr>
<td>Initial Student Medical Insurance</td>
<td>Student Medical Insurance</td>
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<tr>
<td>Respect Boundaries Training</td>
<td>Advisor</td>
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<tr>
<td>TSW-VU Hold</td>
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</tbody>
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The holds listed above do not have to be cleared in order to be considered for readmission (all others must), but several of these holds do restrict your ability to register for classes and if readmitted, students with one or more of these holds on their record should plan to clear them as soon as possible.

- Take career tests if you are uncertain about your educational and career goals.
- Contact Office of Credit Evaluation or visit their website concerning transfer credits.

Application
- Know the application deadline for the semester to which you want to be readmitted.
- Use the link on the Readmission Website when you are prepared and ready to submit your application.
  (Failure to complete the required preparations may result in a denial of your application for readmission.)
- Follow the link on the Readmission Web Page to complete the online application.
- Save your login and password so you can check application status and decisions later.
- Prepare a list of the colleges/universities you have attended since being dropped. You'll need to enter that information on the "Other Colleges" portion of the readmission application.
- Make online payment of the nonrefundable $100 application fee.
- Send original copies of transcripts of COMPLETED coursework since being dropped and copies of supporting documentation by the appropriate deadlines to: Readmissions, Office of Admissions, Schleman Hall of Student Services, 475 Stadium Mall Drive, West Lafayette, IN 47907-2050, or your application will not be considered.
- Contact the Division of Financial Aid for information on appealing the Satisfactory Academic Progress policy.

Waiting for a Response
- Wait 6-8 weeks for the admissions committee to process your application.
- Check online application status to see if a decision has been made.
- Look for letter as a follow-up to online notification of decision.
If Readmitted

- Wait for information regarding your career account from the Office of Admissions

If Pended

- Provide the requested documents before the deadline set by the Committee on Scholastic Delinquencies and Readmissions (CSDR)

If Denied

- Read and consider the recommendations made by the Committee on Scholastic Delinquencies and Readmissions (CSDR).

READKLST 11/2015