

INSTRUCTIONS FOR READMISSION

AS OF FALL 2013, STUDENTS WHO CHANGE THEIR MAJOR MUST EITHER FOLLOW THE NEW CUNY COMMON CORE/PATHWAYS REQUIREMENTS OR OPT OUT OF PATHWAYS. YOU MUST CONSULT WITH YOUR ACADEMIC ADVISOR TO DISCUSS YOUR OPTIONS.

PLEASE NOTE: ONCE YOU HAVE RECEIVED YOUR KINGSBOROUGH DEGREE, YOU CANNOT APPLY FOR READMISSION. YOU MUST COMPLETE A NEW CUNY TRANSFER APPLICATION AS A SECOND DEGREE STUDENT AT WWW.CUNY.EDU BY ACCESSING YOUR CUNY PORTAL ACCOUNT. YOU MAY ALSO VISIT THE ACADEMIC VILLAGE (V-100) FOR MORE INFORMATION.

1. Your **Application for Readmission** should be filed immediately, please note the deadline date listed on the “**Readmission Process**” web page.
2. If you are in “**Poor Academic Standing**” (your Cumulative Grade Point Average is below 2.0), you must provide a letter of appeal to the Committee on Admission and Academic Standing. That letter should be included with this form.
3. Any “**STOPS**” on your record must be cleared prior to submitting this form.
4. If you wish to change your major, you must use a **Change of Major Application**.
5. You will be notified of the status of your **Application** in writing or by e-mail.
6. For a change of status, consult the college calendar for filing date at www.kbcc.cuny.edu
7. **THE \$20 READMISSION APPLICATION PROCESSING FEE IS NON-REFUNDABLE.**
8. **U.S. VETERANS WHO PROVIDE PROOF OF SERVICE DO NOT PAY THE READMISSION APPLICATION PROCESSING FEE.**
9. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED, AND AN EXTENSION OF THE DEADLINE DATE WILL NOT BE PROVIDED.**

STUDENTS IN GOOD ACADEMIC STANDING

1. Pay the \$20 **READMISSION FEE** at the Bursar’s Office, **Room A-205**.
2. Obtain **IMMUNIZATION CLEARANCE** from Health Services, **Room A-108**.
3. **Proof of Residency for International Students** must be confirmed in **Room V-101** since you have been out of KCC for at least one term. For immigration status, original documents – Passport, I-20 (F-1), Visa, I-94, I-551 – must be presented in **Room V-101**.
4. Return the Readmission Form for processing to the Registrar’s Office, **Room A-101**.

STUDENTS IN POOR ACADEMIC STANDING

1. If your cumulative G.P.A. is below 2.0, write an Appeal Letter to the College Committee on Admission and Academic Standing.
2. The Readmission Application must be filed along with the Appeal Letter. You must also:
Pay the \$20 **READMISSION FEE** at the Bursar’s Office, **Room A-205**.
Obtain **IMMUNIZATION CLEARANCE** from Health Services, **Room A-108**.
Proof of Residency for International Students must be confirmed in **Room V-101** since you have been out of KCC for at least one term. For immigration status, original documents – Passport, I-20 (F-1), Visa, I-94, I-551 – must be presented in **Room V-101**.
3. File the Appeal Letter before the deadline posted on KBCC website. Late appeals will be held for consideration for the next 12-week semester.
4. Return the Readmission Form for processing to the Registrar’s Office, **Room A-101**.
You will be notified of the status of your Application for Readmission **in writing**.

Application for Readmission

| | | | | |
|-----------|------------|-------------------|--------------------------|---------------|
| Last Name | First Name | Social Security # | CUNYfirst # | Date of Birth |
| Address | Apt. | Home Phone | Cell Phone | |
| City | State | Zip Code | Email Address (Required) | |

Application for Readmission for the following semesters:

FALL 20____ Semester *WINTER 20____ Module SPRING 20____ Semester *SUMMER 20____ Module
*AVAILABLE ONLY TO STUDENTS IN GOOD ACADEMIC STANDING

CURRICULUM (MAJOR/PLAN): _____
CONCENTRATION (SUB-PLAN): _____
NOTE: If you are changing your major, you must use a Change of Curriculum Application.

ARE YOU A VETERAN OF A BRANCH OF THE U.S. MILITARY?
Yes _____ No _____ Name of Service Branch _____
(Proof Required)

I last attended with the following status: (Please check one)

DEGREE (MATRICULATED) STUDENT
 NON-DEGREE (NON-MATRICULATED) STUDENT
Non-degree students are not eligible for financial aid.
 HAVE YOU EARNED A 4-YEAR DEGREE?
 Yes No

Former Name – Legal documentation required to change name

Last Name _____ First Name _____

Length of time at above address _____ Years _____ Months Length of time in New York City _____ Years _____ Months

Length of time in New York State _____ Years _____ Months

Are you a citizen of United States? Yes No If no, Country of Birth _____ Country of Citizenship _____

U. S. Permanent Resident _____ Date Obtained _____ Expiration Date _____
Alien Registration (Green) Card Number _____ (MM/DD/YY) _____ (MM/DD/YY)

*If a review of your file indicates that the official high school transcript, GED scores and/or college transcript(s) are not available, you may be required to provide original copies.

**Proof of degree is required by the Admission Office in Room V-102 before readmission.

TRANSFER STUDENTS WHO ARE READMITTING:

Since your last enrollment at Kingsborough Community College if you have attended any educational institution, list the institution(s) beginning with the name of current or last attended. Please indicate breaks if your education has not been continuous. An official transcript MUST be sent to the Registrar's Office from colleges listed in order to be considered for the awarding of transfer credits.

| Name of Institution | State | Dates of Attendance | | Approx. # of Credits Completed | Degree Awarded | | Program of Study |
|---------------------|-------|---------------------|-----------|--------------------------------|----------------|----|------------------|
| | | From Sem/Yr | To Sem/Yr | | Yes | No | |
| | | | | | | | |
| | | | | | | | |

Certification

By my signature, I certify that all the information in this application is accurate and complete. I understand that failure to file the appropriate application may affect my readmission status. I understand that all the information contained in this application will be treated confidentially and will be used for institutional purposes only.

Student's Signature

Date

| | |
|---|--|
| FOR OFFICE USE: HEALTH SERVICES (ROOM A-108) MMR MENINGITIS | PROOF OF RESIDENCY CODE _____ SIGNATURE _____ DATE _____ INTERNATIONAL STUDENTS MUST BE CLEARED BY AN INTERNATIONAL ADVISOR AND OBTAIN A SIGNATURE (ROOM V-101) |
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