

Instructions: Students who have withdrawn from the School of General Studies, for whatever reason, must be reenrolled at the school in order to resume their studies. Reenrollment is only available for fall or spring terms, not summer session. The reenrollment application and essay must be received by your advisor in the Dean of Students Office by August 1 to be considered for fall semester classes; and by December 1 for spring term classes. **Late and incomplete petitions will not be considered.** Review the reenrollment checklist on the reverse before submitting your application. Make sure you contact your advisor about your intentions to reenroll. If your absence from the School of General Studies exceeds three years, you must reapply to the School through the Admissions Office (212-854-2772).

Please type or print clearly: Columbia PID number _____

Name _____ Columbia e-mail address _____

Mailing Address (Has your address changed since you were last enrolled at GS? Yes No
If yes, we will process a change of address in your University record unless you specify otherwise.)

_____ This is my permanent address.

_____ This is a temporary address.

_____ This is my local, NY area address.

Telephone Number if we need to reach you: _____ cell home work

Non-Columbia E-mail address _____ fax _____

U.S. citizen Permanent Resident International student; Citizenship _____

If an international student, and if currently in the U.S., what is your non-immigrant status? _____

Previous Semester at the School of General Studies

What was the last semester you completed at General Studies?

Autumn Spring Summer Year _____

Who was your advisor during your most recent semester at GS? _____

Intention to Return to the School of General Studies

For which semester are you requesting reenrollment at the School of General Studies?

Autumn Spring Year _____

What kind of course load to you expect take in your first semester back? Full-time Part-time Undecided

Your time away from General Studies

How have you spent the time away from the School of General Studies?

Work Attending to family or personal matters Other
 Study Travel

Have you attended any other colleges or universities during your absence from General Studies? Yes No
List these institutions below and arranged to have official transcripts sent to the GS Dean of Students Office.

Institution _____ City, State _____

Institution _____ City, State _____



Your petition must be accompanied by a statement that addresses the following:

- How have you dealt with the situation that caused you to withdraw?
- How have you spent your time since you left school?
- Why do you think this is the appropriate time to return to your studies?
- What strategies are you putting in place to ensure a successful term of study upon your return?
- If relevant, you should address whether you plan to return to your studies full- or part-time.

Reenrollment checklist:

- Contact your advisor concerning reenrollment (212-854-2881).
- Review and resolve registration holds with appropriate offices (e.g., financial hold due to debt; health hold).
- Complete reenrollment application form.
- Write reenrollment statement.
- Send completed reenrollment application along with statement to your advisor in the Dean of Students Office.
- Complete administrative evaluation process, if required as part of your reenrollment process.
- If you have taken courses at other institutions while away from Columbia, arrange to have transcripts sent to the Office of the Dean of Students.

Completed reenrollment application and statement must be received no later than December 1 for spring term courses and July 15 for fall term courses. Financial and health holds must be removed by these deadlines as well.

Dean of Students Office
Attn: (name of your advisor)
Lewisohn Hall, Room 403C
Columbia University MC 4102
2970 Broadway
New York, NY 10027

You are responsible to make sure your application is received by the deadline. Call 212-854-2881 to check on receipt.

I understand that if I have not submitted a complete application and have not resolved my financial and health holds by the December 1 or August 1 deadline my application for reenrollment will not be considered for the upcoming semester and I will need to resubmit an application for reenrollment for a subsequent semester.

Signature of Student _____ Date _____

FOR INTERNAL OFFICE USE ONLY

Advisor _____	CAS _____
Rec'd _____	Complete _____
NW T _____	RE T _____
Admit Term _____	Admit Standing UO _____
Withdraw Term _____	Withdraw Standing _____
Reenroll Term _____	Reenroll Standing UO _____
Program _____	Admin Referral Rec'd _____

OK _____ PRO _____ HOLD _____ LETTER _____ SIS _____

Advisor/Staff Name _____ Date _____