

## READMISSION APPLICATION

PLEASE TYPE OR PRINT CLEARLY. BE SURE TO READ INSTRUCTIONS ON BACKSIDE BEFORE COMPLETING APPLICATION.

When do you wish to reenter?  Spring  Summer  Fall Year \_\_\_\_\_

### APPLICANT INFORMATION

Name \_\_\_\_\_  
Last First Middle Maiden Social Security No.

Address \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Street City State Zip

Home Phone (\_\_\_\_) \_\_\_\_\_ Business Phone (\_\_\_\_) \_\_\_\_\_

<b>Ethnic Origin*</b> (Check One) <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian, Pacific Islander	<b>Citizenship Status*</b> (Check One) <input type="checkbox"/> U. S. Citizen by Birth (C) <input type="checkbox"/> U. S. Citizen by Naturalization (N) <input type="checkbox"/> Non-Resident Alien (A) <input type="checkbox"/> Resident Alien (R) <small>(Present Alien Registration Card to Admissions for verification, if not already on file)</small>	<b>Marital Status*</b> (Check One) <input type="checkbox"/> Single <input type="checkbox"/> Married  <b>Sex*:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
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Country of Citizenship (if not USA) \_\_\_\_\_ Visa Type, if not U. S. Citizen \_\_\_\_\_

\*Southern Polytechnic State University is required to report data on race/ethnic group/sex/marital status to certain federal agencies as those data relate to civil rights compliance.

### ENROLLMENT INFORMATION

First attended Southern Polytechnic State University \_\_\_\_\_ Last attended Southern Polytechnic State University \_\_\_\_\_

Name(s) of any college(s) currently attending or attended since you were last enrolled at Southern Polytechnic State University. Please have official transcript forwarded to Southern Polytechnic State University for possible Transfer Credit. Transcripts **MUST BE MAILED DIRECTLY TO ADMISSIONS FROM SENDING INSTITUTION.** Use additional sheet if necessary.

Name of School	Dates of Attendance
_____	From _____ To _____
_____	From _____ To _____

Do you hold a degree?  Yes  No  
 From Which Institution? \_\_\_\_\_  
 High School Attended? \_\_\_\_\_  
Name City State  
 High School Graduation Date \_\_\_\_\_ (Year Only)

### RESIDENCE INFORMATION

Are you a legal resident of Georgia?  Yes  No  
 How long have you continuously resided in Georgia? From \_\_\_\_\_ To \_\_\_\_\_  
 Were you a legal resident of Georgia when you last attended Southern Polytechnic State University?  Yes  No  
 Latest motor vehicle driver's license issued from which state? \_\_\_\_\_

Any omission or misrepresentation of facts or failure to furnish the correct information to the Admissions Office will automatically invalidate the readmission of any student.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### OFFICE USE ONLY

Received \_\_\_\_\_ Computer Input \_\_\_\_\_ Georgia Resident \_\_\_\_\_  
 Academic Standing \_\_\_\_\_ Registration Time \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING A READMISSION APPLICATION

1. Any regularly admitted previous student who have been inactive (has not registered for classes) for two or more semesters must complete a Readmission Application.
2. Previous Audit Students must:
  - a. complete a Readmission Application to Audit again.
  - b. complete an Admission Application to be fully admitted to take courses for credit. Applicants will be required to meet Southern Polytechnic State University admission requirements.
3. Previous Transient Students must:
  - a. request another transient permission letter from the Registrar's Office at your home institution for each quarter you plan to attend.
  - b. complete an Admission Application to be fully admitted. Applications are required to meet Southern Polytechnic State University admission requirements.
4. Students who are on academic dismissal must file a Petition for Reinstatement to the Faculty, in addition to completing a Readmission Application. The signature of your major department is required.
5. If you wish to enroll in a major different from that of your last attendance, you must file a Change of Major form. This form requires the signature of the proposed Department Head.
6. Previous Undergraduate students desiring to be Graduate students must complete a Graduate Admission Application.

Applicants will be required to meet Southern Polytechnic State University admission requirements.

7. All students must have a complete transcript on file from all schools attended since their last attendance at Southern Polytechnic State University. Transcripts must be sent directly from each institution.
8. If your name has changed since last enrolled, please submit documentation.

**\*\*PLEASE NOTE:**

Students who are unable to register for the Semester for which they are accepted for reentry will need to contact the Readmissions Office to be UPDATED to a future semester. Readmitted students must meet graduation requirements under the current catalog.

Mail Readmission Application to:

Southern Polytechnic State University  
Readmissions Office  
1100 South Marietta Parkway  
Marietta, Georgia 30060-2896

**Former Undergraduate Student Application should be submitted as early as possible prior to the start of the semester desired.**

Former Graduate Students must apply for readmission through their graduate academic department. This form is for undergraduates only.