

\*\*\*This application is not for students that have been academically suspended.\*\*\*

## Alfred University Application for Readmission

Office of Admissions  
Alumni Hall  
One Saxon Drive  
Alfred, NY 14802  
Phone: 800-541-9229 (toll-free)  
Phone: (607) 871-2115/FAX: (607) 871-2198  
admissions@alfred.edu  
www.alfred.edu

*(If filling in electronically, please use the Tab key to navigate between the fields. The left button or the 'X' will allow you to check a box.)*

Anticipated Term for Re-Entry (check one): Fall  Spring  20\_\_\_\_

Please list your prior dates of attendance at Alfred University: \_\_\_\_\_

Please check which school you are requesting readmission to and provide the major/minor if available:

College of Liberal Arts & Sciences: \_\_\_\_\_  
Major Minor

College of Professional Studies: \_\_\_\_\_  
(Includes all business majors) Major Minor

School of Art & Design: \_\_\_\_\_  
Major Minor

School of Engineering: \_\_\_\_\_  
Major Minor

If you are an Opportunity Program student, which program (check one)? HEOP  EOP

**Personal Information:** (Please print or type)

Name:

Last name	First Name	Middle Initial
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Permanent Address:

Number & Street	City	State	Zip
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Mailing Address:

Number & Street	City	State	Zip
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Home telephone #:( ) Cell phone #:( )

Student ID #: E-mail address:

Date of Birth(mm/dd/yy): Former last names(s), if any:

Are you a resident of New York State (check one)? Yes  No

Do you intend to apply for financial aid (check one)? Yes  No

Please provide the reason(s) why you left Alfred University (if filling in electronically, use Tab button to move to the next line):

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**Academic Information:**

If you have attended college(s) since leaving Alfred University, provide the name of the institution along with dates of attendance. Please arrange to have your **official transcripts** sent to the Office of Admissions by the application deadline.

<u>College</u>	<u>City/State</u>	<u>Dates of Attendance</u>

**Employment Information:**

If you have been employed since leaving Alfred University, please provide the name of your employer(s), their contact information, and dates of employment. (If filling in electronically, the telephone field will only accept numbers, please do not use the dash)

<u>Employer</u>	<u>Telephone</u>	<u>Dates of Employment</u>
	( )	
	( )	
	( )	
	( )	

**Instructions for Submission:**

This application must be submitted by **August 1**, for fall enrollment and **December 1**, for spring enrollment. It should be accompanied by the following materials:

- \$50 non-refundable application fee (may pay with credit card over the phone by calling the Admissions Office)
- A brief statement indicating why you wish to return to AU

Please make arrangements for the following materials to be sent directly to the Admissions Office by **August 1**, for fall enrollment and **December 1**, for spring enrollment:

- Official transcript(s) of courses taken at other institutions since attending AU (if applicable)
- A readmission form from the Office of Student Affairs (contact Student Affairs at (607) 871-2132 to have them send us the form on your behalf).
- A readmission clearance form from the Student Service Center (contact the Student Service Center at (607) 871-2123 to have them send us the form on your behalf).
- A letter of recommendation from an employer (if employed since leaving AU) or from a faculty or staff member (can be from AU or from an institution attended while not enrolled at AU) **\*\*\*Recommendation cannot be from a relative.\*\*\* This recommendation must come directly from the recommender. If including with application materials it must be in a sealed envelope with the recommender's signature across the back.**
- Art & Design students must electronically submit an updated portfolio consisting of 15-20 examples of recent work via SlideRoom. ([www.alfred.slideroom.com](http://www.alfred.slideroom.com)).
- HEOP/EOP students must receive permission from the Director of Opportunity Programs.

**Please note: Before reaching a readmission decision, the Admissions Office will request a statement of support from the Dean of the School or College to which you are reapplying.**

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Additionally, if you are seeking financial aid, you will need to file the FAFSA (Free Application for Federal Student Aid) and the Alfred University Financial Aid Application by the deadlines listed above. Please contact the Financial Aid office for an AU Aid application. The form can also be found online at [www.alfred.edu/finaid](http://www.alfred.edu/finaid).

If you choose to submit electronically, please make sure to type your name in the signature field and enter the date of your application. You will then need to save the form using 'Save As'; we suggest using your first name plus your last name, and the following extension: RA.doc. For example, if your name was Sally Jones, you would save the application as SallyJonesRA.doc. The application can then be electronically sent to [admissions@alfred.edu](mailto:admissions@alfred.edu). Put application for readmission as the subject.

Once an application is complete it generally takes 2 to 3 weeks for a decision to be mailed.

### **Important Phone Numbers:**

Admissions: (800) 541-9229 or (607) 871-2115  
Financial Aid: (607) 871-2159  
Opportunity Programs: (607) 871-2283  
Residence Life: (607) 871-2186  
Student Service Center: (607) 871-2123  
Student Affairs: (607) 871-2132  
ART Dean: (607) 871-2412  
CPS Dean: (607) 871-2124  
ENG Dean: (607) 871-2422  
LAS Dean: (607) 871-2171

### **General Information:**

This application and all other information regarding the applicant will be considered confidential. It will not be disclosed to any person not associated with the Office of Admissions, except at the discretion of the Director of Admissions.

Alfred University considers candidates for admission, applicants for financial aid and applicants for employment on the basis of individual qualifications and does not discriminate on the basis of gender, age, race, color, national or ethnic origin, religion, sexual orientation or disability. Further, the University does not engage in any of the said forms of discrimination in the administration of admission and educational policies, scholarship and loan programs, the athletic program, or in any other school administered program.

Re-admission to Alfred University is a privilege and not a right. Once readmitted, a student can expect to continue attendance at the University so long as he/she (1) maintains a satisfactory academic record, (2) meets financial obligations to the University, and (3) does not violate existing University regulations. Additionally, degree requirements in effect at the time of readmission are applicable, not those at the time of first admission.

My signature below indicates that all of the information contained in my application is factually correct and honestly presented. (If filling in electronically, typing in your name, then sending the document via e-mail will serve as a valid signature)

Signature: \_\_\_\_\_

Date (mm/dd/yy): \_\_\_\_\_