READEMISSION:
Undergraduate Degree Programs

Who should apply? Former matriculated undergraduate degree students, including those who were academically dismissed, who have not been enrolled for two or more semesters should complete the readmission application. Students who are readmitted to an undergraduate online degree program may be required to attend the New Student Online Orientation. Applications for readmission must be submitted at least fourteen business days prior to the start of the New Student Online Orientation. Please visit https://sps.cuny.edu/academics/academic-calendar to view the Academic Calendar.

Readmission requirements for undergraduate degree programs:

1. Verify that you are in good financial standing. Please contact the Bursar’s office to assure that you do not have an outstanding balance at bursar@sps.cuny.edu, 646.664.8640.

2. The readmission application form must be completed and sent to the Office of the Bursar at 119 West 31st Street, New York, NY, 10001.

3. Submit a statement of at least 250 words explaining your leave of absence and your interest in continuing your studies.

4. If you have attended any other institution after you left the CUNY School of Professional Studies, send an official transcript from each school attended to:

CUNY School of Professional Studies
Office of the Bursar
119 west 31st Street
New York, NY 10001

5. Submit a non-refundable processing fee of $20.00. Please submit a check or money order, made out to CUNY School of Professional Studies, with your application. Do not submit cash.

If you have questions about the process to apply for readmission, please contact advisement@sps.cuny.edu, 212.652.2869.
Summer and Fall 2016 Readmission Application

Undergraduate Degree Program: ___________________________________________________________

Intended Reentry Semester: □ Summer 2016 □ Fall 2016

Name: ________________________________________________________________________________
  Last Name                                First Name                        MI                        Maiden Name

Date of Birth: ___/___/_______           Last four digits of SSN: _________ EMPLID: ______________

Address: ______________________________________________________________________________
  Number and Street                        Apt.
  __________________________________________________________
  City                        State            Zip Code

Phone Number: __________________________ Email: __________________________

Did you attend a university or college during your absence? □ Yes □ No

If yes, list chronologically all institutions attended during your absence, regardless of matriculation status or credits earned. Failure to do so violates CUNY’s prohibition on materially incomplete applications.

Institutions(s)                                                                 Dates of Attendance
  __________________________________________________________
  __________________________________________________________
  __________________________________________________________

Student Signature: __________________________ Date: ___/___/__________

FOR OFFICE USE ONLY
Application Received: ___/___/_______ Application Reviewed: ___/___/_______

Readmission Decision Notification: ___/___/_______ Readmission Decision: ______________

119 W. 31st Street, 10th Floor, New York, NY 10001  
T: 212.652.CUNY  F: 646.664.8729  
sps.cuny.edu