READMISSION POLICY & PROCEDURE – Spring 2018
Graduate Degree Programs

Who should apply? Graduate degree students who previously attended CUNY SPS, and who have not been enrolled for two or more consecutive semesters should complete the readmission application. A student can only be readmitted to the same graduate program in which they were formerly accepted. (Former non-matriculated students who are now seeking admission to a graduate degree program or students who have already earned a certificate or degree from CUNY SPS should not use this form, but submit an application for admission instead.) Students who are readmitted to a graduate degree program may be required to attend a New Student Orientation. Applications for readmission for the Spring 2018 semester must be submitted no later than Monday, January 8, 2018.

Readmission requirements & Instructions for graduate 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 attached readmission application form must be completed and sent to the Office of the Bursar at 119 West 31st Street, New York, NY, 10001 no later than Monday, January 8, 2018.

3. Submit a statement of at least 250 words explaining your leave of absence and your interest in continuing your studies. Please include this with your application form.

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
   Attn: Office of Admissions
   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.

6. Upon review of your application and supporting documents, a readmission decision will be rendered and sent to you. Please note the graduate department retains the right to request additional information from you as part of this readmission process. If applicable, you will need to consult your graduate advisor regarding academic planning and class registration.

If you have questions about the readmission process, contact the office of Admissions at Admissions@sps.cuny.edu or 646.664-8544.
Spring 2018 Graduate Readmission Application

Graduate Degree Program: ________________________________

Dates of last attendance at CUNY SPS: Term ________ Year ________ To: Term ________ Year ________

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. Please note you must provide an official transcript from each school attended.

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Student Signature: ____________________________ Date: ___/___/__________

FOR OFFICE USE ONLY

Application Received: ___/___/______ Application Reviewed: ___/___/______

Readmission Decision Notification: ___/___/______ Readmission Decision: ________________