



ST. MARY'S  
UNIVERSITY

OFFICE OF  
THE REGISTRAR

## Application for Readmission Application Guidelines

All former undergraduate and graduate students who have been away from St. Mary's for one Fall or Spring semester, or more, must file a formal application for readmission.

Return the completed form on the second page **prior** to any readmission arrangements (Academic Advising, Financial Aid, Housing, etc.) Submission of this form **does not** guarantee approval for readmission. Students will receive an email to confirm the readmission decision.

Review the following guidelines prior to submitting this form:

- This application is *only* applicable for the semester it is submitted. If student does not register for classes for the readmitted semester, then they must reapply for subsequent semester.
- Students who do not complete the Readmission Application by the deadline will not be assured readmission before the start of the intended semester. Refer to the academic calendar for the deadline to submit a readmission application.
- Students petitioning for readmission from academic suspension should follow the deadline and procedures outlined at <https://www.stmarytx.edu/academics/registrar/readmission/>.
- Students must provide official transcripts from every school attended during their absence from St. Mary's regardless of the grades received.
- The student must not have any active holds. If a hold exists, the readmission application will not be processed until the hold is resolved. It is the student's responsibility to notify the Registrar's Office once the hold(s) have been resolved.
- Students will be notified of the readmission decision via email. It is the student's responsibility to check emails regularly.
- International students must contact the Center for International Programs for a new I-20 and to submit a new financial statement.

**Applicants who falsify any information will jeopardize consideration for readmission.**

**Proceed to next page to complete the readmission application.**

**Submit the completed form by email at [registrar@stmarytx.edu](mailto:registrar@stmarytx.edu) or drop off in the Registrar's Office located in St. Louis Hall, room 104.**



Application for Readmission

Complete the following information after you have read the Application Guidelines on page one.

I intend to return:  Summer 20\_\_  Fall 20\_\_  Spring 20\_\_

Step 1: Student Information

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Last Name

First Name

St. Mary's ID#

St. Mary's Email

Phone Number

Degree:

- BA  BS  BBA
 MA  MS  MBA
 MPA  PhD

Major(s): \_\_\_\_\_

Minor, if any: \_\_\_\_\_

When were you last enrolled at St. Mary's?  Summer 20\_\_  Fall 20\_\_  Spring 20\_\_

Have you been convicted of a felony since you last attended St. Mary's University?  Yes  No

Step 2: Academic Standing

Were you on Academic Probation when you last attended St. Mary's?  Yes  No

Were you placed on Academic Suspension when you last attended St. Mary's?  Yes\*  No

\*Students must submit an appeal letter with an explanation of the circumstances that led to the academic difficulties as well as steps they will take to significantly improve their academic performance upon return to St. Mary's as well as their plan for completion of their degree.

Step 3: Transfer work

Did you attend other Colleges/Universities since you last attended St. Mary's?  Yes  No

If yes, what college/university did you attend: \_\_\_\_\_

Step 4: Sign and Date

I have read the Readmission Application Guidelines located on page one and I understand these regulations will be applied to me.

Signature

Date

Registrar's Office Use Only:

Holds:  Yes  No Date hold cleared:

Readmission status:  Approved  Denied

Logged in  Email  SPACMNT  BDMS

Date:

Processed by: