



# Undergraduate Request to Re-enroll to Temple University

(Revised Spring 2017)

Return form to the Advising Office of the College in which you plan to enroll. You will be contacted when a decision is made.

**This form must be submitted by the following deadlines; requests received after these deadlines will be reviewed for the following semester:**  
**For Fall Return – August 1 For Spring Return – December 1 For Summer Return – April 1**

**TUId:** \_\_\_\_\_ **Name:** \_\_\_\_\_ **Birthdate:** \_\_\_\_\_  
(9xxxxxxx) Last First Middle Maiden Name, Previous

**Address of Legal Residence:** \_\_\_\_\_ **How long at this address?** \_\_\_\_\_  
Number and Street City State Zip

**Telephone:** (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ **Alternative Email (non-Temple)** \_\_\_\_\_  
Required

**Last attended:** \_\_\_\_\_ **Enrolling for:** Fall \_\_\_ Spring \_\_\_ Sum I \_\_\_ Sum II \_\_\_ 20 \_\_\_ **Campus:** Main \_\_\_ Ambler \_\_\_ Health Sciences \_\_\_ TUJ \_\_\_  
Semester/Year

**Anticipated Graduation Date** (check one): January \_\_\_ May \_\_\_ August \_\_\_ 20 \_\_\_ not known \_\_\_\_\_

Are you currently in military service assigned to active duty at a Pennsylvania Military Installation? Yes \_\_\_\_\_ No \_\_\_\_\_ (If you are the spouse for dependent of a military person assigned to active duty at a Pennsylvania Military Installation please indicate): Spouse \_\_\_ Dependent \_\_\_

**College/Major/Campus within Temple University in which you plan to enroll now:**

\_\_\_\_\_ (Review <http://bulletin.temple.edu/> for Academic Programs)  
College Major/Program Campus

**If this is a CHANGE of College/Major/Campus. Please indicate previous program here:**

\_\_\_\_\_ **Dates:** \_\_\_\_\_ **From** \_\_\_\_\_ **To** \_\_\_\_\_  
College Major/Program Campus

**Note:** If you are changing to another school/college within Temple University or have not enrolled for a considerable length of time, you may be contacted by the new college for an **interview or information session** to verify your qualifications, to ensure your understanding of the **requirements** and to discuss the upcoming registration requirements. Once approved, you will be notified when you are able to register.

**PLEASE NOTE: Re-enrolled/Re-instated students must follow the most current University, School/College and major requirements upon their return. Approval to return will not be considered until financial, academic and/or medical holds have been cleared; holds must be cleared by the application deadline.**

Have you attended another institution since your last semester at Temple University? If so, please complete the following:

\_\_\_\_\_  
Institution Dates of enrollment

\_\_\_\_\_  
Institution Dates of enrollment

Official transcripts will be required prior to your return. If you have attended more than two school/colleges/universities, please list on a separate page.

**Briefly explain the reason(s) you have not attended Temple recently. Please note:**

- If you did not attend for health reasons, you may be asked to submit documentation from your health professional verifying that you are medically cleared to return to school
- If you were facing academic troubles when you last attended Temple, please explain why you now feel that you can successfully resume your academic work

**Have you ever been found responsible for a disciplinary violation at any higher educational or post-secondary institution you have attended, whether related to academic misconduct or behavioral misconduct, that resulted in a disciplinary action?**

Yes  No

**Have you ever been adjudicated guilty or convicted of a misdemeanor or felony?**

Yes  No

**If you answered “yes” to either question, please explain on a separate sheet of paper the incident(s), date(s) or occurrence and resolution of the incident(s) (fine, suspension, probation, etc.).**

**ALL APPLICANTS**, please read the following and sign:

I understand that withholding information requested on this application or giving false information may make me ineligible to return to the University or subject to disciplinary action, including expulsion. With this in mind, I certify that the above statements are correct and complete. I understand the individual colleges may have specific rules regarding my ability to return or how my previous credits apply toward a current Temple degree. I understand that late applications to re-enroll may not be accepted for the next term.

Temple University reserves the right to request documentary evidence in support of your claim of legal residence. Under penalty of forfeiting my eligibility to return to Temple University. I certify that the entries made on this Statement of Legal Residence are correct and complete.

I have read the policies related to re-enrollment, including the option for Academic Forgiveness and will follow up with my academic advisor during my initial meeting: <http://bulletin.temple.edu/undergraduate/academic-policies/academic-forgiveness/> and <http://bulletin.temple.edu/undergraduate/academic-policies/leave-absence/>

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**- OFFICE USE ONLY -**

Cum GPA: \_\_\_\_\_ Last semester GPA: \_\_\_\_\_ Warning: \_\_\_\_\_ Probation: \_\_\_\_\_ Dismissal: \_\_\_\_\_ RAP CODED NEEDED: YES \_\_\_\_\_ NO \_\_\_\_\_

LOA Expired: \_\_\_\_\_ Academic Forgiveness Petition Initiated: \_\_\_\_\_ Change of Residency: \_\_\_\_\_ (send form to OUR)

**PENDING:** Transcript needed: \_\_\_\_\_ Transfer Credit Evaluation: \_\_\_\_\_ Medical clearance needed: \_\_\_\_\_ Interview with advisor needed: \_\_\_\_\_ Curriculum review needed: \_\_\_\_\_

Must clear financial holds prior to re-enrollment: \_\_\_\_\_ Other holds: \_\_\_\_\_

**APPROVED:** \_\_\_\_\_ Date: \_\_\_\_\_ Matric Term: \_\_\_\_\_ Catalog Term: \_\_\_\_\_

**DENIED:** \_\_\_\_\_ Date: \_\_\_\_\_ Referred to: \_\_\_\_\_

Comments: \_\_\_\_\_

Dean's Designee /Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Workflow sent: \_\_\_\_\_ Residency form sent: \_\_\_\_\_

Please print out and fax your [Undergraduate Request to Re-enroll to Temple University](#) to the school in which you plan to enroll. You may also call the School/College Advising office for an alternate submission method if you do not have access to a fax machine. Once your petition is received, you will be notified of your next step.

Ambler Campus Majors	FAX: 267-939-9255	PHONE: 267-468-8242	<a href="http://www.temple.edu/ambler/advising/">http://www.temple.edu/ambler/advising/</a>
Boyer College of Music and Dance	FAX: 215-204-4957	PHONE: 215-204-8301	<a href="http://bulletin.temple.edu/undergraduate/boyer-music-dance/#advisingtext">http://bulletin.temple.edu/undergraduate/boyer-music-dance/#advisingtext</a>
College of Education (Main)	FAX: 215-204-4383	PHONE: 215-204-8011	<a href="http://www.temple.edu/education/services/index.html">http://www.temple.edu/education/services/index.html</a>
College of Engineering	FAX: 215-204-6936	PHONE: 215-204-7800	<a href="https://engineering.temple.edu/department/center-academic-advising-student-affairs">https://engineering.temple.edu/department/center-academic-advising-student-affairs</a>
College of Public Health*	<a href="mailto:cphadvising@temple.edu">cphadvising@temple.edu</a>	PHONE: 215-204-5200	<a href="https://cph.temple.edu/about/student-resources/student-advising">https://cph.temple.edu/about/student-resources/student-advising</a>
College of Liberal Arts (Main)*	<a href="mailto:claac@temple.edu">claac@temple.edu</a>	PHONE: 215-204-7971	<a href="http://www.cla.temple.edu/advising/">http://www.cla.temple.edu/advising/</a>
College of Science and Technology (Main)*	<a href="mailto:cstadv@temple.edu">cstadv@temple.edu</a>	PHONE: 215-204-2890	<a href="http://cst.temple.edu/students/advising-and-student-services">http://cst.temple.edu/students/advising-and-student-services</a>
School of Theatre, Film, & Media Arts*	<a href="mailto:tfmaadv@temple.edu">tfmaadv@temple.edu</a>	PHONE: 215-204-2227	<a href="http://tfma.temple.edu/fma/undergraduate/advising">http://tfma.temple.edu/fma/undergraduate/advising</a>
Fox School of Business and Management (Main)	FAX: 215-204-2265	PHONE: 215-204-7672	<a href="http://www.sbm.temple.edu/advising/">http://www.sbm.temple.edu/advising/</a>
Fox School of Business and Management (Ambler)	FAX: 267-468-8255	PHONE: 215-204-8242	<a href="http://www.temple.edu/ambler/advising/">http://www.temple.edu/ambler/advising/</a>
Klein College of Media and Communication (Main)	FAX: 215-204-6641	PHONE: 215-204-5273	<a href="http://smc.temple.edu/undergraduate/advising/">http://smc.temple.edu/undergraduate/advising/</a>
Division of Architecture and Environmental Design (Ambler)	FAX: 267-468-8255	PHONE: 267-468-8242	<a href="http://ambler.temple.edu/academics/advising-and-support">http://ambler.temple.edu/academics/advising-and-support</a>
School of Social Work*	<a href="mailto:cphadvising@temple.edu">cphadvising@temple.edu</a>	PHONE: 215-204-5200	<a href="https://cph.temple.edu/ssa">https://cph.temple.edu/ssa</a>
School of Tourism and Hospitality Management	FAX: 215-204-8705	PHONE: 215-204-1754	<a href="http://sthm.temple.edu/cms/main/css/css-advising/">http://sthm.temple.edu/cms/main/css/css-advising/</a>
Tyler School of Art (Admissions)	FAX: 215-777-9191	PHONE: 215-777-9090	<a href="http://tyler.temple.edu/undergraduate-admissions/">http://tyler.temple.edu/undergraduate-admissions/</a>
University Studies (Main)*	<a href="mailto:dus@temple.edu">dus@temple.edu</a>	PHONE: 215-204-2500	<a href="http://www.temple.edu/vpus/arc/">http://www.temple.edu/vpus/arc/</a>
Temple University – Japan Campus*	FAX: 02-5441-9811 <a href="mailto:aac@tuj.temple.edu">aac@tuj.temple.edu</a>	PHONE: 03-5441-9800	<a href="http://www.tuj.ac.jp/undergrad/academic_advising">http://www.tuj.ac.jp/undergrad/academic_advising</a>

\* Re-enrollment forms must be sent via TUsafesend when being e-mailed to an advising unit. TUsafesend can be accessed through your TUPortal or at: <http://tusafesend.temple.edu/>