



# Undergraduate Request to Re-enroll to Temple University

(Revised Spring 2020)

Complete and upload your Undergraduate Request to Re-enroll to Temple University to the school in which you plan to reenroll using the information below. Re-enrollment forms must be sent via TUsafesend.

**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 \_\_\_\_\_  
 dependent of a military person assigned to active duty at a Pennsylvania Military Installation please indicate): Spouse \_\_\_\_\_

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

**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:

<small>Institution</small>	<small>Dates of enrollment</small>
<small>Institution</small>	<small>Dates of enrollment</small>

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: \_\_\_\_\_

Once you complete the Undergraduate Request to Enroll to Temple University form, please upload the form to TUSafesend. When you are in TUSafesend, you will need to add the email address of the office where you want your reenrollment form to be sent. See the list below. TUSafesend can be accessed through the Tuportal or at <http://tusafesend.temple.edu>. Once your petition is received, you will be notified of your next step.

Office	Email	Phone	Email
Ambler Campus Majors	amblerer@temple.edu	PHONE: 267-468-8248	<a href="https://ambler.temple.edu/academics/academic-advising-and-student-success">https://ambler.temple.edu/academics/academic-advising-and-student-success</a>
Boyer College of Music and Dance	cpcaadvising@temple.edu	PHONE: 215-204-2227	<a href="https://arts.temple.edu/about/center-performing-and-cinematic-arts-academic-advising">https://arts.temple.edu/about/center-performing-and-cinematic-arts-academic-advising</a>
College of Education and Human Development	edadvising@temple.edu	PHONE: 215-204-8011	<a href="https://education.temple.edu/undergraduate-student-resources">https://education.temple.edu/undergraduate-student-resources</a>
College of Engineering	engradvr@temple.edu	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	cphadvising@temple.edu	PHONE: 215-204-5200	<a href="https://cph.temple.edu/academics/academic-advising-and-student-resources/advising-staff">https://cph.temple.edu/academics/academic-advising-and-student-resources/advising-staff</a>
College of Liberal Arts	claaac@temple.edu	PHONE: 215-204-7971	<a href="http://www.cla.temple.edu/advising/">http://www.cla.temple.edu/advising/</a>
College of Science and Technology	cstadv@temple.edu	PHONE: 215-204-2890	<a href="https://cst.temple.edu/students/undergraduate-academic-advising/academic-advisors">https://cst.temple.edu/students/undergraduate-academic-advising/academic-advisors</a>
School of Theatre, Film, & Media Arts	cpcaadvising@temple.edu	PHONE: 215-204-2227	<a href="https://arts.temple.edu/about/center-performing-and-cinematic-arts-academic-advising">https://arts.temple.edu/about/center-performing-and-cinematic-arts-academic-advising</a>
Fox School of Business and Management (Main)	foxadvis@temple.edu	PHONE: 215-204-7672	<a href="https://www.fox.temple.edu/advising/">https://www.fox.temple.edu/advising/</a>
Fox School of Business and Management (Ambler)	foxadvis@temple.edu	PHONE: 215-468-8248	<a href="https://ambler.temple.edu/academics/academic-advising-and-student-success">https://ambler.temple.edu/academics/academic-advising-and-student-success</a>
Klein College of Media and Communication	advise@temple.edu	PHONE: 215-204-5273	<a href="https://klein.temple.edu/student-life/lew-klein-college-media-and-communication-advising">https://klein.temple.edu/student-life/lew-klein-college-media-and-communication-advising</a>
Division of Architecture and Environmental Design	tyleradmissions@temple.edu	PHONE: 267-468-8242	<a href="http://tyler.temple.edu/undergraduate-admissions/">http://tyler.temple.edu/undergraduate-admissions/</a>
School of Social Work	cphadvising@temple.edu	PHONE: 215-204-5200	<a href="https://cph.temple.edu/academics/academic-advising-and-student-resources/advising-staff">https://cph.temple.edu/academics/academic-advising-and-student-resources/advising-staff</a>
School of Sport, Tourism, and Hosp. Management	sthmcss@temple.edu	PHONE: 215-204-1754	<a href="https://sthm.temple.edu/cms/current-students/center-for-student-services">https://sthm.temple.edu/cms/current-students/center-for-student-services</a>
Tyler School of Art and Architecture	tyleradmissions@temple.edu	PHONE: 215-777-9090	<a href="https://tyler.temple.edu/academic-advisors">https://tyler.temple.edu/academic-advisors</a>
University Studies	dus@temple.edu	PHONE: 215-204-2500	<a href="http://www.temple.edu/vpus/arc/">http://www.temple.edu/vpus/arc/</a>
Temple University – Japan Campus	aac@tuj.temple.edu	PHONE: 03-5441-9800	<a href="http://www.tuj.ac.jp/undergrad/academic_advising">http://www.tuj.ac.jp/undergrad/academic_advising</a>