

**Alfred University**  
**Application for Readmission**

**Office of Admissions**  
**Alumni Hall**  
**One Saxon Drive**  
**Alfred, NY 14802**  
**Phone: 800-541-9229 (toll-free)**  
**Phone: (607) 871-2115/FAX: (607) 871-2198**  
**admissions@alfred.edu**  
**www.alfred.edu**

*(If filling in electronically, please use the Tab key to navigate between the fields. The left button or the 'X' will allow you to check a box.)*

Anticipated Term for Re-Entry (check one): Fall  Spring  20\_\_\_\_\_

Please list your prior dates of attendance at Alfred University: \_\_\_\_\_

Please check which school you are requesting readmission to and provide the major/minor if available:

College of Business: \_\_\_\_\_  
Major Minor

College of Liberal Arts & Sciences: \_\_\_\_\_  
Major Minor

School of Art & Design: \_\_\_\_\_  
Major Minor

School of Engineering: \_\_\_\_\_  
Major Minor

If you are an Opportunity Program student, which program (check one)? HEOP  EOP

**Personal Information:** (Please print or type)

Name:

|           |            |                |
|-----------|------------|----------------|
| Last name | First Name | Middle Initial |
|-----------|------------|----------------|

Permanent Address:

|                 |      |       |     |
|-----------------|------|-------|-----|
| Number & Street | City | State | Zip |
|-----------------|------|-------|-----|

Mailing Address:

|                 |      |       |     |
|-----------------|------|-------|-----|
| Number & Street | City | State | Zip |
|-----------------|------|-------|-----|

Home telephone #:( )

Cell phone #:( )

Student ID #:

E-mail address:

Date of Birth(m/d/yy):

Former last names(s), if any:

Are you a resident of New York State (check one)? Yes  No

Do you intend to apply for financial aid (check one)? Yes  No

Please provide the reason(s) why you left Alfred University (if filling in electronically, use Tab button to move to the next line):

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**Academic Information:**

If you have attended college(s) since leaving Alfred University, provide the name of the institution along with dates of attendance. Please arrange to have your official transcripts sent to the Office of Admissions by the application deadline.

| <u>College</u> | <u>City/State</u> | <u>Dates of Attendance</u> |
|----------------|-------------------|----------------------------|
|                |                   |                            |
|                |                   |                            |
|                |                   |                            |
|                |                   |                            |

**Employment Information:**

If you have been employed since leaving Alfred University, please provide the name of your employer(s), their contact information, and dates of employment. (If filling in electronically, the telephone field will only accept numbers, please do not use the dash)

| <u>Employer</u> | <u>Telephone</u> | <u>Dates of Employment</u> |
|-----------------|------------------|----------------------------|
|                 | ( )              |                            |
|                 | ( )              |                            |
|                 | ( )              |                            |
|                 | ( )              |                            |

**Instructions for Submission:**

This application must be completed by **August 1**, for fall enrollment and **December 1**, for spring enrollment. It should be accompanied by the following materials:

- \$50 non-refundable application fee
- A brief statement indicating why you wish to return to AU

Please make arrangements for the following materials to be sent directly to the Admissions Office by **August 1**, for fall enrollment and **December 1**, for spring enrollment:

- Official transcripts of college work taken at other institutions since attending AU (if applicable); Art & Design students must submit an updated portfolio consisting of 15-20 examples of recent work
- A readmission form from the Office of Student Affairs (contact Student Affairs at (607) 871-2132 to have them send us the form on your behalf)
- A readmission clearance form from the Student Service Center (contact the Student Service Center at (607) 871-2123 to have them send us the form on your behalf)
- For HEOP/EOP students only, a readmission recommendation from the Director of Opportunity Programs
- (1) Letter of recommendation from an employer (if employed since leaving AU) or from a faculty member (can be an AU faculty member, or a faculty member from an institution attended while not enrolled at AU) **\*\*\*Recommendation cannot be from a relative.\*\*\***

**Please note: Before reaching a readmission decision, the Admissions Office will request a statement of support from the Dean of the School or College to which you are reapplying.**

Additionally, if you are seeking financial aid, you will need to file the FAFSA (Free Application for Federal Student Aid) and the Alfred University Financial Aid Application by the deadlines listed above. Please contact the Financial Aid office for an AU Aid application.

If you choose to submit electronically, please make sure to type your name in the signature field and enter the date of your application. You will then need to save the form using 'Save As'; we suggest using your first name plus your last name, and the following extension: RA.doc. For example, if your name was Sally Jones, you would save the application as SallyJonesRA.doc. The application can then be electronically sent to [admissions@alfred.edu](mailto:admissions@alfred.edu). Put application for readmission as the subject.

Once an application is complete it generally takes 1 to 2 weeks for a decision to be mailed.

**Important Phone Numbers:**

Admissions: (800) 541-9229 or (607) 871-2115  
Financial Aid: (607) 871-2159  
Opportunity Programs: (607) 871-2283  
Residence Life: (607) 871-2186  
Student Service Center: (607) 871-2123  
Student Affairs: (607) 871-2132

**ALL READMISSION MATERIALS MUST BE RECEIVED BY AUGUST 1, FOR FALL OR DECEMBER 1, FOR SPRING, OR IT WILL NOT BE CONSIDERED UNTIL THE NEXT TERM.**

**General Information:**

This application and all other information regarding the applicant will be considered confidential. It will not be disclosed to any person not associated with the Office of Admissions, except at the discretion of the Director of Admissions.

Alfred University considers candidates for admission, applicants for financial aid and applicants for employment on the basis of individual qualifications and does not discriminate on the basis of gender, age, race, color, national or ethnic origin, religion, sexual orientation or disability. Further, the University does not engage in any of the said forms of discrimination in the administration of admission and educational policies, scholarship and loan programs, the athletic program, or in any other school administered program.

Re-admission to Alfred University is a privilege and not a right. Once readmitted, a student can expect to continue attendance at the University so long as he/she (1) maintains a satisfactory academic record, (2) meets financial obligations to the University, and (3) does not violate existing University regulations.

My signature below indicates that all of the information contained in my application is factually correct and honestly presented. (If filling in electronically, typing in your name, then sending the document via e-mail will serve as a valid signature)

Signature: \_\_\_\_\_

Date (m/d/yy): \_\_\_\_\_