

## APPLICATION FOR READMISSION

### Procedures for undergraduate readmission *(please read carefully)*:

Any undergraduate who has been academically dismissed from Eastern Michigan University and is ineligible for or has been denied reinstatement through the appeals process, must remain out of EMU for one calendar year.

[Note: All financial obligations must be met in order to be eligible for enrollment. Students who have a Student Judicial Hold must contact that office prior to submitting a request for readmission. Students must report any past criminal conviction and will not be readmitted unless approved by the review committee. *All information submitted must be correct and complete; any evidence of dishonesty in the presentation of information will result in a revoking of readmission and the matter will be referred to Student Conduct for further action.*]

### Carefully follow the instructions below (incomplete forms and documents will not be considered):

1. **COMPLETE Readmission form** (this form) in its entirety (see page 2)
2. **COMPLETE Re-enrollment form**

*Note: Re-enrollment form is available online:*

[http://www.emich.edu/registrar/formslibrary/forms/UG\\_Reenrollment\\_Application.pdf](http://www.emich.edu/registrar/formslibrary/forms/UG_Reenrollment_Application.pdf)

3. **INCLUDE:**
  - a. **Two letters of support/recommendation.** These letters should describe your work ethic and habits, including timely completion of tasks, reliability, efficiency and other relevant characteristics. You may have letters from work supervisors, present and former faculty, advisors, or other professionals who know you and can provide insightful information. These letters should be on letterhead whenever possible and must include telephone numbers for follow-up, if necessary.
  - b. **Transcripts for any course work completed since last attendance at EMU.** This may be an unofficial transcript. In addition, a letter from each instructor for any **courses in progress**, indicating current grade performance, will be required.
4. **COMPILE** all materials and **SUBMIT** in an envelope to:  
**UNIVERSITY ADVISING & CAREER DEVELOPMENT CENTER**  
**EASTERN MICHIGAN UNIVERSITY**  
**ATTN: READMISSION**  
**200 MCKENNY HALL**  
**YPSILANTI, MI 48197**

\*\*Readmission applications are reviewed on a rolling basis, please allow 14 business days for processing. Students are typically notified via email of the decision.

