

# Petition for Re-Admission as a Former Student Returning (FSR) to SJSU

## Undergraduates -- Instructions (page 1)

This petition process is based upon University Policy F12-7 (<http://www.sjsu.edu/senate/docs/F12-7.pdf>) which outlines enrollment priorities for Former Students Returning (FSR). Former Students Returning may complete and submit this petition by the deadlines states below to receive priority consideration for admission prior to impaction processing for the term indicated by department administration (below).

### TO BE ELIGIBLE TO SUBMIT THIS PETITION YOU MUST:

1. Have previously enrolled at SJSU as a fully admitted and matriculated student. (Students who have completed Open University units only are not eligible.)
2. PLEASE NOTE: Students who left SJSU due to disqualification must complete the reinstatement **process prior to submitting this petition**. Details on the [reinstatement process](#) can be found on the Office of the Registrar website.
3. Submit an application and application fee for admission by the deadline to apply via [Cal State Apply](#) for the term indicated on this petition. There are no exceptions for missing this deadline. You must submit your application on time.
4. Complete all the required steps for admission by the published deadlines for the term indicated. For example, transcripts must be submitted, intent to enroll must be completed, attend mandatory orientation, etc.
5. All coursework to satisfy remediation (English and or Math) must be completed at the time your approved petition is submitted and completed upon your enrollment to SJSU.

### REQUIRED DOCUMENTS TO COMPLETE THE RE-ADMISSION AS AN FSR PETITION PROCESS:

1. Complete the mandatory sections of the Petition for Re-Admission as a Former Student Returning Form including collection of required department administration approval (signatures).
2. A personal statement indicating why you discontinued your enrollment at SJSU and why you would like to re-enroll at SJSU to complete your degree at this time. You may include supporting documents as needed to support your personal statement.
3. You must submit **official** transcripts showing all coursework completed at all institutions (SJSU excluded).

**Late or incomplete petitions will not be accepted or processed.**

#### DEADLINES FOR PETITION SUBMISSION:

Fall Term: No later than January 15 for the following fall admission cycle

Spring Term: No later than September 30 for the following spring admission cycle

## Petition for Re-Admission as a Former Student Returning (FSR) -- Form

SJSU ID \_\_\_\_\_ Name (print) \_\_\_\_\_  
Phone (cell preferred) \_\_\_\_\_ Email address \_\_\_\_\_  
Major when last enrolled \_\_\_\_\_ Intended major if (re)admitted \_\_\_\_\_  
Requested term of re-admission \_\_\_\_\_ (fall or spring, year)

I am submitting the following required documents for consideration:

- Current form of the petition with all required sections completed
- Personal statement
- Official transcripts** of all completed coursework

I certify the following:

- I have submitted an application for admission through [Cal State Apply](#) by the application deadline for my requested term of re-admission.
- The information on this petition and in attached documentation is truthful and complete.

**Student signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Note: Incomplete applications will not be processed without an approved explanation for missing required documents.

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### *Administrative Recommendation and Approval*

**Major Advisor or Dept Chair** (circle one):                      RECOMMEND                      DO NOT RECOMMEND  
Comments (required for DO NOT RECOMMEND):

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Major Advisor or Dept. Chair (print)	Signature	Date	Phone
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**College Associate Dean** (circle one):                      APPROVE                      DENY                      OTHER  
Comments (required for DENY or OTHER):

Approved term for re-admission (insert appropriate year (e.g., 2018) and circle the correct Spring or Fall term): SPRING \_\_\_\_\_ (prior to September 30) FALL \_\_\_\_\_ (prior to January 15)

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Associate Dean (or Designee)	Signature	Date	Phone
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Submit this **completed** form with signatures and required documentation to Window A (Undergraduate Admissions) in the Student Services Center. **Late petitions submitted after the deadline for term indicated will not be processed.**