

## Undergraduate Returnee/Reentry Instructions

The university requires nonimmigrant international undergraduates to complete the International Undergraduate Reentry Form after an absence of one semester or more (not including summers). The form should be completed and returned to 10 Enrollment Services well in advance of the opening of the term for which reentry is sought. Students who have **previously attended Iowa State only as nondegree undergraduates** and who now seek to earn an undergraduate degree should complete an undergraduate application instead of this form. **Students with bachelor's degrees** who wish to take supporting graduate-level courses prior to applying for graduate degree admission should not complete this form, but should complete the nondegree graduate application for admission.

Inquiries should be directed to:  
Office of the Registrar, Scheduling and Fees,  
10 Enrollment Services Center, Ames, IA 50011-2011 USA  
Tel. 515-294-2331  
Fax: 515-294-2034  
reentry@iastate.edu

### What happens with your reentry form?

#### **If you want to change your curriculum**

The Office of the Registrar will refer the reentry form to the college to which a student plans to enroll if the student desires to change curriculum.

#### **GPA below 2.00**

The Office of the Registrar will refer the reentry form to the college to which a student plans to enroll if the student has a previous Iowa State University cumulative grade point average below 2.00, or since leaving Iowa State, has completed additional college study with less than a 2.00 grade point average.

You will be contacted by email once you have been approved for reentry.

### What to do after turning in reentry form?

#### **° Have you attended another school since leaving Iowa State?**

Students who have attended another college or university since their last enrollment at Iowa State must have official transcript(s) of all coursework attempted sent to the Office of Admissions, 100 Enrollment Services Center, Iowa State University, Ames, IA 50011-2011. The Office of Admissions will complete a transfer credit evaluation. For questions concerning transfer credits, contact the Transfer Credit Evaluators at 515-294-1840 or tce@iastate.edu.

#### **° Do you have an outstanding balance?**

All money owed to the university must be paid before permission to register for courses will be given. For questions regarding an outstanding balance, please contact the Accounts Receivable Office at 515-294-7388 or ubill@iastate.edu.

#### **° Were you an academic/disciplinary dismissal?**

Students who have been dropped from enrollment at Iowa State for unsatisfactory academic progress or were not otherwise in good standing must follow the following policies, published in the course catalog and at <http://www.registrar.iastate.edu/students/reentry/reinstatement>

Students who have been dropped from enrollment at Iowa State for disciplinary reasons must contact the Dean of Students Office at 515-294-1020.

#### **° Issuance of Immigration Documents**

International Students must also complete the *Returning to ISU* electronic form for the International Students and Scholars Office in order to receive their new I-20 or DS-2019. The form can be found under the F-1 or J-1 Student Services tab in Cystart at <https://cystart.its.iastate.edu>.

If you have questions or concerns in regards to your documents, please contact the International Students and Scholars Office at 515-294-1120 or isso@iastate.edu.

#### **° Registering for courses**

Once you have received notification that your reentry has been approved, you may contact your college office regarding your schedule of classes.

# IOWA STATE UNIVERSITY

## Returnee/Reentry Form

**Return this form to:**  
Office of the Registrar  
10 Enrollment Services Center  
2433 Union Dr.  
Ames, IA 50011-2042  
Fax: (515) 294-2034

For Registrar's Office Use Only

TRF CRD EVL	TRF GPA <2.0	ISU GPA <2.0	REINSTATE (A)	SET TO DROP (X)	TEACH CERT	CURRIC CHNG	COLLEGE	DATE

### 1. Personal Data

Name \_\_\_\_\_

Last

First

Middle

Maiden

Name when last enrolled at ISU (*if different from above*). Include all last names on previous academic transcripts.

University ID \_\_\_\_\_ **OR** Last 4 digits SS# \_\_\_\_\_ Gender:  Female  Male

Birthdate (MM/DD/YY) \_\_\_\_\_

City and Country of **Birth** \_\_\_\_\_ Country of **Citizenship** \_\_\_\_\_

Foreign Permanent Address

Number and street

City Province or state Postal Code Country  
Current Address

Number and street

City Province or state Postal Code Country

Phone number(s) and e-mail address where you can be reached concerning this application:

home ( \_\_\_\_\_ ) work ( \_\_\_\_\_ )

E-mail \_\_\_\_\_

### 2. Reentry Information

Last term enrolled at ISU: \_\_\_\_\_ When do you want to return? Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_  
term/yy yyy yyy yyy

What was your curriculum/major when last enrolled? \_\_\_\_\_

What curriculum/major are you requesting at this time? \_\_\_\_\_

If you have an undergraduate degree from ISU and wish to reenter for teacher certification, check here:

Were you dropped for academic or disciplinary reasons? No  Yes  **If yes**, refer to the instructions on reinstatement on the catalog web site [www.catalog.iastate.edu](http://www.catalog.iastate.edu) under Index, Reinstatement.

**Please continue to items 3-7 >>>>**

#### For Office Use Only

**Department Action** (circle one): Approved Denied

Signature \_\_\_\_\_ Date \_\_\_\_\_

**College Action** (circle one): Approved Reinstated Denied

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please update adviser information on ADIN.

A.P. Code \_\_\_\_\_



# IOWA STATE UNIVERSITY

## 5. Violations

**If your answer to either of the following two questions is yes, you must submit a full statement of relevant facts on a separate sheet attached to this application. You may be required to furnish the university with copies of all official documentation explaining the final disposition of the proceedings. Note: You must respond to questions (a) and (b) below, or your application will not be processed.**

If your records have been expunged pursuant to applicable law, you are not required to answer yes to these questions. If you are unsure whether you should answer yes to question a or b, we strongly suggest that you answer yes and fully disclose all incidents. By doing so, you can avoid any risk of disciplinary action or revocation of an offer to reenter Iowa State University.

(a) Have you ever been charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution?\*  Yes: *A statement MUST accompany this reentry.*  No

*\*This does not include placement on academic probation or dismissal from Iowa State due to academic performance. Students who were dismissed from Iowa State for academic reasons should refer to instructions on reinstatement.*

(b) Do you have a pending criminal charge OR have you ever been convicted of a crime, made a plea of guilty or no contest, accepted a deferred judgment, or been required to register your name and home address with a local or state law enforcement agency? (Misdemeanor traffic offenses are exempt.)

Yes: *A statement MUST accompany this reentry.*  No

## 6. Immigration Documents

I have completed the *Returning to ISU* electronic form in Cystart at <https://cystart.its.iastate.edu> under the F-1 or J-1 Student Services tab.

Yes  No

## 7. Certification

My signature below indicates that all information contained in this application is correct and complete. I understand that the misrepresentation or omission of application information is sufficient grounds for denial of my reentry or dismissal from the University. I realize that it is my responsibility to request that official academic records from each academic institution I have attended since leaving Iowa State be submitted. I agree that I am responsible for all expenses I incur during my attendance at Iowa State and agree to maintain health insurance for myself and all dependents while in the U.S. With the exception of any financial assistance already offered to me by the university, I do not expect Iowa State to provide me with financial assistance or employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_