

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

NEW: The **Petition for Re-Admission as a Former Student Returning (FSR) form** is now available through DocuSign.

BEFORE STARTING THE PETITION FOR RE-ADMISSION (FSR) FORM VIA DOCUSIGN, PLEASE REVIEW THE FOLLOWING REQUIREMENTS:

1. **Complete the DocuSign Cover form:**

- You will be required to input the name and email of the Department Advisor/Chair and the name and email of the College Associate Dean for the major you are applying for. You can use the [SJSU Directory](#) to assist you.
- Please do not modify the (pre-populated) OnBase information when entering your information as this routes your file to our office when all signatures have been received.

2. **Wait for an email from SJSU DocuSign with your unique validation code.** Enter the validation (access) code into the SJSU DocuSign authentication page to complete the remaining sections of the petition.

- All signatures, in addition to all mandatory sections of the **Petition for Re-Admission as a Former Student Returning (FSR) form**, are required for your petition to be considered.
- You will be required to include a brief 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.

3. **Complete additional required steps:**

- In addition to submitting the form, you must submit official transcripts showing all coursework completed at all institutions (SJSU excluded).
- Students who left SJSU due to disqualification must complete the reinstatement process prior to submitting this petition. Details of the reinstatement process can be found on the [Office of the Registrar website](#).
- You are required to 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.

Late or incomplete petitions will not be accepted or processed.

DEADLINES FOR PETITION SUBMISSION:

Fall Term: January 15 for the following fall admission cycle

Spring Term: September 30 for the following spring admission cycle

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