

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 here: <http://www.sjsu.edu/registrar/students/reinstatement/index.html>.
3. Submit an application and application fee for admission by the deadline to apply via CSUMentor (www.csumentor.edu) for the term indicated on this petition. No exceptions.
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, orientation must be attended, etc.
5. All coursework to satisfy remediation (English and or Math) must be completed at the time your approved petition is submitted.

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 (<https://vpsaweb7.sjsu.edu/FSRpetition.pdf>) with all required sections completed
- Personal statement
- Official transcripts of all completed coursework(SJSU excluded)

I certify the following:

- I have submitted an application for admission through CSUMentor 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.

Administrative Recommendation and Approval

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

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., 2014) and circle the correct Spring or Fall term): SPRING _____ (prior to Sept. 30) FALL _____ (prior to Dec. 15)

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