



Office of the Registrar
University of Massachusetts Boston
100 Morrissey Blvd.
Campus Center, 4th Floor
Boston, MA 02125-3393
617-287-6200 / Fax: 617-287-6242
www.umb.edu/registrar

UNDERGRADUATE READMISSION INSTRUCTIONS

Readmission Submission Checklist:

- Undergraduate Readmission Application (required)
- Undergraduate Program Change Application (If applicable and must be signed by the department)
- Additional documents for students who were suspended or dismissed (if applicable)

Important Information:

- Students who were previously admitted to UMass Boston and wish to resume their studies must submit the Undergraduate Readmission Application and any additional documents to the **One Stop** (Campus Center, Upper Level) or the **Registrar's Office** (registrar@umb.edu). **See directions below if you were suspended or dismissed.**
- If you have been away from the university for four or more consecutive semesters, you may be required to observe academic requirements in effect upon your return.
- If you left with an administrative withdrawal (you owe money, parking tickets, library books, sporting equipment, etc.) you must clear your administrative issue prior to registering for classes. If you have a Writing Proficiency hold, you must meet with Undergraduate Studies before you can register.
- International students must contact the Office of Global Programs for new I-20 information. (Campus Center, 2nd floor, Room 2100, 617-287-5586)
- NOTE: Meeting the deadline for submission of the readmission application does not ensure that required courses or placement into required professional programs will be available upon readmission.

Students in Good Standing: If you plan to change your Major or College upon readmission, you must complete the Undergraduate Program Change Application **with appropriate signatures** and return to the **One Stop** (Campus Center, Upper Level) or the **Registrar's Office** (registrar@umb.edu).

[Undergrad Program Change Application](https://tinyurl.com/umbprogramchange): or type in <https://tinyurl.com/umbprogramchange>

Students who have been Suspended, or Dismissed:

The following documents are **required**:

1. A typewritten letter of appeal that addresses: the circumstances that led to the suspension or dismissal and what has changed that makes you a strong candidate for readmission; your future academic plans (if you are changing your course of study, explain why); if applicable, academic or professional achievements made since your separation from the institution.
2. Official transcripts with final grades from other institutions you attended during your absence from UMass (if applicable).
3. After the Review Committee has met, the student will be notified by mail of the decision and the follow up action to be taken.

Deadlines for Students Not in Good Academic Standing

Fall Readmission: July 1 st	Spring Readmission: January 1 st
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READMISSION APPLICATION UNDERGRADUATE

SIGN APPLICATION AND SUBMIT BOTH PAGES WITH ANY ADDITIONAL DOCUMENTATION TO THE ONE STOP OR REGISTRAR'S OFFICE

INSTRUCTIONS:

- Use this form if you were admitted but not currently attending UMass Boston and wish to resume your studies.
- If you left the university and were not suspended or dismissed complete **Sections A, B, C and D**.
- If you left the university due to suspension or dismissal, complete **Sections A, B, C, D** and submit additional material as noted in the Readmission Instructions.

SECTION A Student Information

Name: _____ UMass ID #: _____
Last/Previous if applicable First Middle

Street Address: _____ Date of Birth: _____
MM / DD / YYYY

City, State ZIP: _____

Home Phone: _____ Work Phone: _____ From: _____
MM / DD / YYYY

E-mail Address: _____ To: _____
MM / DD / YYYY

Attendance at UMass Boston:

During your absence did you attend other institutions?

Yes No

Name of Institution: _____

Name of Institution: _____

If **Yes**, please have official transcripts mailed to:

University of Massachusetts Boston
 Office of the Registrar
 Campus Center, 4th Floor
 100 Morrissey Boulevard
 Boston, MA 02125-3393

Email: registrar@umb.edu

SECTION B Disciplinary History

1. Have you been found responsible for a disciplinary violation at any educational institution you have attended that resulted in your probation, suspension, removal, dismissal, or expulsion from the institution?

Yes No

2. Have you been adjudicated guilty or convicted of a misdemeanor, felony, or other crime?

Yes No

Note that you are not required to answer "yes" to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential.

If you check 'Yes' to either or both questions, attach a separate sheet of paper that gives the approximate date of each incident, explains the circumstances, and reflects on what you learned from the experience. You will be notified if there are any issues with your readmission or when you have been readmitted.

 Approved

Signature: _____ **Date:** _____



Readmission BSR

Name: _____

UMass ID #: _____

SECTION C Readmission Plan

Indicate the semester and year you plan to return.

- Fall If you have been away from the university for four or more consecutive semesters, you may be required to observe academic requirements in effect upon your return.
- Spring
- Summer
- Winter

Academic Year: _____

Indicate your primary intended major:

Major: _____

If you are changing your major upon readmission, you are required to submit a Change of Program Application. See the Undergraduate Readmission Instructions. You can access the Change of Program Application on our forms page: <https://www.umb.edu/registrar/forms>

Indicate the College where you would like consideration for readmission.

- CLA** College of Liberal Arts
- CSM** College of Science and Math
- CM** College of Management
- CNHS** College of Nursing and Health Sciences
- CEHD** College of Education and Human Development
- CAPS** College of Advancing and Professional Studies
- SFE** School for the Environment
- SPS** McCormack Graduate School of Policy and Global Studies

SECTION D Residency Status

Please review the [Massachusetts Department of Higher Education Residency Policy](https://www.mass.gov/info-details/massachusetts-department-of-higher-education-residency-policy) (or type in: <https://tinyurl.com/madepthighered>) and respond to the questions below as appropriate:

I qualify as a resident of Massachusetts, according to the above policy, and have continuously resided in the Commonwealth of Massachusetts since _____.

I do not qualify as a Massachusetts resident, according to the above policy.

Please note that if you were categorized as a non-Massachusetts resident during your previous enrollment, but now wish to claim you qualify for in-state student status, you will be required to submit specific documentation.

FOR OFFICE USE

Name of the College: _____ Major: _____ Effective: Fall Spring 20____

Authorized Signature

Name Printed

Date

