

Checklist for Readmission

After completing an **Application for Readmission Online** and a **Petition to the Committee on Academic Standing** (if cumulative GPA is below 2.00), please refer to the checklist below. We have a "to do" list for your reference while preparing for your return. We have also included important telephone numbers that you may wish to use. **It is YOUR responsibility** to contact these offices, should you wish to utilize their services.

- Utilize **MyUAlbany** to learn of any **holds** on your record. You will need to clear these in order to register for classes upon your return.
- Be certain to **update your address, e-mail address, and telephone number** on **MyUAlbany** so that you receive mailings from the University.
- Please be advised that all re-admitted students must reset their ITS password, even if they still have access to MyUAlbany. This is essential, as it facilitates the re-creation of IT services that you'll need to conduct business with the University (access to login to computers, access to @albany.edu e-mail, etc.). Visit this website immediately to complete this process:
<https://uapps.albany.edu:8443/itspwdmaint/forgotpwd.htm>.
 - ITS implemented additional security for your UA email account. Please visit this website as well: <https://www.albany.edu/its/2steplogin/>.
- If you intend to **apply for financial aid**, complete a Free Application for Federal Student Aid (FAFSA) form at www.fafsa.ed.gov. Be sure to list the University at Albany by using our school code: **002835**. New York State residents should also complete the New York State Tuition Assistance Program (TAP) application; you may do so by clicking on the link at the end of the FAFSA or by going to www.hesc.com. After applying for financial aid, please monitor MyUAlbany to review your account status, obtain important notices, and review your financial aid awards. UAlbany Tuition invoices are available electronically and are issued monthly. Paper bills are not mailed. You can view and pay your bill online at epay.albany.edu by signing in with your net ID and password.
- If your reason for withdrawal was medical/psychological in nature, it is necessary to obtain **medical clearance** through either Student Health Services at (518) 442-5454, or Counseling and Psychological Services at (518) 442-5800. Failure to attend to this will prevent you from being readmitted and able to register.
- **International Students** must also contact International Students & Scholar Services to request a new I-20 form to apply for a new visa and re-enter the U.S. The I-20 request form can be found at www.albany.edu/iss under Forms and should be submitted to ISSS, with relevant financial documentation, several months before the planned return date. Contact ISSS at iss@albany.edu or call 518 591-8172 for more information.



- If you have pursued **coursework elsewhere** since you left the University, **arrange to have an official transcript sent** directly to the Office of Readmission, Lecture Center 30.
 - This will be evaluated for the possible transfer of academic credit to your record here. You should also arrange to send course descriptions from the relevant college catalog to aid in the determination of University at Albany course equivalents.
- You must return to the **same major** that you were pursuing when you left the University. Should you wish to change your major, you may do so upon return to the University. You will need to discuss the change with your advisor and complete a change of major form at the Academic Support Center, LI 36. Be aware that some majors are restricted (require specific coursework and grades for entry), while others require a competitive application process for entry (e.g. School of Business and Social Welfare, among others).
- Upon your return to the University, you will have the **same academic standing** as when you left and will be responsible for meeting the **same academic conditions** under which you left. This may be particularly true if you were on terminal academic probation or under special academic conditions upon departure. If necessary, contact the Office of Undergraduate Education to confirm your academic standing and conditions.
- You will be expected to complete **degree requirements** in the same undergraduate bulletin that you were responsible for at the time of your departure, AS LONG AS YOUR LAST ATTENDANCE WAS NO MORE THAN SIX SEMESTERS AGO. If you have been away for more than six semesters, you will be expected to complete requirements in the current bulletin.
- **Arrange for housing.** Contact the **Department of Residential Life** at 518 442-5875 for housing options.
- **Review the Schedule of Classes.** The most efficient, up-to-date way to check on course offerings is by viewing the University at Albany web page at <http://www.albany.edu/>. On the Home Page, click on "Calendars & Schedules".
- **If you are an EOP student:** check in with your EOP Counselor as soon as possible to establish weekly meetings, and to pursue tutorial services by securing a faculty mentor through EOP.
- **If you are a veteran:** check in with Veteran and Military Services Office to learn what services and resources are available to you.
- Before you can register, you will need to **contact your department or the Academic Support Center** to be assigned an academic advisor, and to obtain advisement and an Advisement Verification Number (AVN). Your department or the Academic Support Center will have your current records. You should bring a copy of your degree audit to any advising appointments. Your degree audit can be obtained through [MyUAlbany](#).

University Contact Information

Office/Website	Telephone Number/Email	Office Location
Academic Support Center www.albany.edu/advisement/	518-442-3960 advisor@albany.edu	LI 36 University Library
Bookstore albany.bncollege.com	518-442-5690	Campus Center
Counseling and Psychological Services www.albany.edu/counseling_center/	518-442-5800 consultation@albany.edu	400 Patroon Creek Blvd. Suite 104
Disability Resource Center www.albany.edu/disability/	518-442-5490 cmalloch@albany.edu	Campus Center 130
EOP Office www.albany.edu/eop/	518-442-5180 eop@albany.edu	LI 94 University Library
Student Health Services www.albany.edu/health_center/	518-442-5454 askUHC@albany.edu	400 Patroon Creek Blvd. Suite 200
Information Technology Services -ITS http://www.albany.edu/its/	518-442-4000	Circulation Desk at the Library
International Students & Scholar Services www.albany.edu/iss/	518-591-8189 iss@albany.edu	Science Library G-40
Community Standards www.albany.edu/studentconduct/	518-442-5501 communitystandards@albany.edu	Campus Center 361
Library https://library.albany.edu/	518-442-3600 https://library.albany.edu/help/email	Uptown Campus 1400 Washington Avenue
Parking and Mass Transit Services www.albany.edu/pmts/	518-442-3121/442-3120 parking@albany.edu	Tricentennial Dr & University Dr W., #15
Registrar's Office www.albany.edu/registrar/	518-442-5540 registrar@albany.edu	Campus Center B52
Residential Life www.albany.edu/housing	518-442-5875 reslife@albany.edu	State Quad U-Lounge
Student Financial Center/Student Accounts/ Financial Aid/Account Maintenance Billing www.albany.edu/student-services	518-442-3202 sfc@albany.edu	Campus Center B26
SUNY Card Office http://www.albany.edu/uas/ualbanyid.php	518-442-5989 sunycard@albany.edu	Campus Center B52
Undergraduate Education www.albany.edu/undergraduateeducation	518-442-3950 ugeducation@albany.edu	Lecture Center 30
University at Albany, SUNY http://www.albany.edu/	518 442-3300	1400 Washington Av. Albany, NY 12222
Withdrawal & Readmission www.albany.edu/undergraduateeducation/ withdrawal_and_readmission.php	518-442-3950 withdrawal@albany.edu readmission@albany.edu	Lecture Center 30
Veteran and Military Services www.albany.edu/veterans/	518-442-5514 uaveteran@albany.edu	Campus Center B26

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