



Readmission: Visiting Undergraduate

Purpose: used by all undergraduate students who are seeking a degree at another institution, have previously attended Marquette and wish to take additional classes at Marquette. Those students that were Required to Withdraw for Academic Reasons (RWAR), have a College Academic Alert (CAA) on their record or failed Satisfactory Academic Progress (SAP) in their last term at Marquette must use the Readmission and Academic Censure/Satisfactory Academic Progress Appeal: Undergraduate form.

Student Instructions:

- Complete Sections 1-3 of this form using a computer.
 - a handwritten form will not be accepted.
 - an incomplete form without the required documents attached will not be processed and returned to you for completion.
- Print the form using the 'Print Form' button.
- Sign the form in Section 4; a digital signature is not acceptable.
- Submit the completed form and required documents via one of the methods listed at the bottom of this form.
- Once you application has been processed, the Office of the Registrar will notify you.

Note:

- Bursar and Student Affairs holds must be cleared with the appropriate office before readmission.
- the completed application and all required documents must be received by the Office of the Registrar no later than one week prior to the start of the session in which you wish to enroll. Consult the [Academic Calendar](#) for the session dates.
- if enrolling in a course that requires a prerequisite, request an official transcript to be submitted directly to the Office of the Registrar which indicates that you have completed the prerequisite course.

Section 1: Student Information

Did you receive an RWAR, CAA, or SAP notification in your last semester at Marquette? Yes _____ No _____
 If yes, **STOP!** You are using the wrong form. See Purpose under form title. Term/Year

Name _____
 Last name, First name, Middle name

Former Name(s) _____ DOB _____
 MM/DD/YYYY

Mailing Address _____
 street address, city, state, zip code

Email _____ SSN/MUID _____ Phone _____

Check one U.S. Citizen, Permanent Resident or Immigrant U.S. Visa Holder Other

Have you earned a previous degree from Marquette? Yes No If yes, enter date of degree: _____

Have you ever been convicted of a felony? Yes No

If yes, attach a letter that includes the following:

- your age at the time of the felony
- the exact nature of the felony
- specific sentence imposed
- specific court that imposed the conviction
- any extenuating circumstances surrounding the conviction
- any other documentation you wish to provide

Section 2: Institutional Information

Institution you are currently attending _____ City and State _____

Degree you are pursuing _____

Class level at your institution (e.g. Freshman, Senior) _____

Are you eligible to return to your current institution? Yes No
 If no, please attach an explanation

Section 3: Marquette Enrollment Information

College in which you wish to enroll

- | | |
|--|--|
| <input type="checkbox"/> Arts & Sciences | <input type="checkbox"/> Engineering |
| <input type="checkbox"/> Business Administration | <input type="checkbox"/> Health Sciences |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Nursing
(must be preapproved by the college) |
| <input type="checkbox"/> Education | |

Degree status: Visiting Non-Degree

In which term do you intend to enroll?

- Fall Spring Summer

Intended Academic Load

- Full-Time Part-Time

Desired Courses: _____

Section 4: Student Statement/Signature

I hereby request readmission into the college indicated above as a visiting non-degree student. I certify that all the above information is correct and that I understand the college into which I request readmission has the final decision as per University policy.

Signature _____ Date _____

Hand Deliver: Marquette Central, Zilber Hall, 121, 1250 West Wisconsin Avenue, Milwaukee, WI 53233
 Mail: Marquette University, Zilber Hall, 221, P.O. Box 1881, Milwaukee, WI 53201-1881
 Email: otrdocs@marquette.edu