



Soka University of America
Office of the Registrar

APPLICATION FOR READMISSION

Note: Whether you are returning from an approved Leave of Absence or a Withdrawal, you must apply for readmission. If you did not leave the institution in Good Standing, you will also need the approval of the Academic Standards Committee. Application will be returned to you, unprocessed, unless accompanied by the \$25 readmission fee. Failure to complete this application with supporting documents will delay your application process.

International students must submit their readmission application no later than the end of April if they are looking to be readmitted for the fall, or no later than the end of September if looking to be readmitted for the spring. Domestic students must submit their readmission application no later than the end of June or the end of November for fall or spring readmission respectively.

1. Readmission requested for the: [ ] Fall [ ] Spring Session, 20 \_\_\_\_

2. Personal Information:

Name: \_\_\_\_\_ Student ID # \_\_\_\_\_
last first middle

Permanent/Home address:

Personal e-mail address:

[Empty box for Permanent/Home address]

\_\_\_\_\_
Tel#
\_\_\_\_\_

3. If during your absence you were in attendance at ANY other institutions indicate them below. You must submit official transcripts from those institutions. If you have not attended any institutions, write "none."

\_\_\_\_\_
Institution 1 Location

\_\_\_\_\_
Institution 2 Location

4. Students must submit the following documents to be considered for readmission:

\_\_\_ Write a personal letter and include in this letter: 1) a summary of activities since leaving the institution, including employment; 2) reasons for wanting to return; 3) academic goals; and 4) any other information which may assist the committee in making a decision

\_\_\_ Furnish official transcripts of courses taken since leaving SUA.

\_\_\_ Be in good financial status with the university.

6. Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do not write below. Office use only.
[ ] Approved [ ] Denied \_\_\_\_\_ Date
Chair Academic Standards
Comments: \_\_\_\_\_