



**INSTRUCTIONS**

Any student who has left Clarkson and wishes to return should fill out this application for readmission. Applications require concurrent approval of the department chair or program director and of the University's Continuance and Readmission Committee. All decisions are final and will be communicated to the applicant by email; there is no appeal process. Returning to Clarkson will not be allowed if a student is delinquent on a Clarkson loan or has an outstanding tuition balance.

**DEADLINES**

This application must be submitted by:  
August 1 – Fall Semester  
December 1 – Spring Semester  
April 15 – Summer Semester

**MEDICAL LEAVE OF ABSENCE**

If you are returning from a Medical Leave of Absence, you are required to submit documentation to the Dean of Students' Office in order to be medically cleared to return. Please submit the required documentation to:

Kelsey Pearson, Dean of Students  
Clarkson University  
Box 5770  
Potsdam, NY 13699  
Email: [deanofstudents@clarkson.edu](mailto:deanofstudents@clarkson.edu)  
Telephone: 315-268-6620  
Fax: 315-268-6643

**APPLICATION SUBMISSION**

Undergraduate students wishing to apply for readmission should complete this form and email it to [registrar@clarkson.edu](mailto:registrar@clarkson.edu).

**Student Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Non-Clarkson Email address: \_\_\_\_\_

Permanent Home Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Country: \_\_\_\_\_

**Application Questions**



# Undergraduate Readmission Application

STUDENT ACHIEVEMENT SERVICES | OFFICE OF THE REGISTRAR  
Box 5575, Potsdam, NY 13699-5575 | P: 315-268-6451 F: 315-268-2321

Semester you wish to return:  Spring  Summer  Fall Year: \_\_\_\_\_

### Academic major

Choice 1 \_\_\_\_\_

Choice 2 \_\_\_\_\_ (Optional)

*If you are not granted readmission in your first major of choice, your application will be considered by the second major department or program you list above. For a complete listing of majors view the degree programs outlined in the Clarkson Catalog: <https://www.clarkson.edu/clarkson-catalog>*

1. **Did you take classes at another university while you were away?**  Yes  No
2. **If so, please list those classes below.** Credit will only be awarded for approved courses upon receipt of an official transcript indicating a grade equivalent to the "C" grade or higher at Clarkson and pending course approval from your academic department. Please provide copies of college transcripts with your application if they are available.

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3. **Please write a personal statement explaining why you wish to return.** If you are applying for readmission following a period of academic separation, please include the actions you have taken to demonstrate your plan for academic success and readiness to return, including any documentation (such as college transcripts or midterm grade reports) that supports your application.

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