APPLICATION FOR READMISSION

Instructions

Graduate students who have not been enrolled for more than one year must formally apply for Readmission. Graduate students previously admitted to a degree who will be returning to the same degree level and the same degree program may apply online for Readmission. A $25 non-refundable fee is required. Student's who are Readmitting typically fall in to one of two categories. Please identify which category best fits your situation and follow the appropriate deadlines and instructions for re-admitting.

Readmission to take classes and continue with your degree
Degree completion will not be this semester

The student has an overall GPA of 3.0 or better and a 3.0 or better on the Plan of Study. (If there are grade issues a letter from the department needs to explain how those grade issues will be resolved by the end of the semester).

If the student has a previously approved Plan of Study: The department verifies that the Plan of Study has been re-examined by the student’s Advisory Committee and continues to be acceptable. Or, if any of the following are needed, the forms are to be included with the Readmission application:
• Plan of Study Change
• Change of Committee
• Justification of Old Coursework if any courses on the Plan of Study are more than 5 years old.

If all required readmission materials are not submitted at the time of Readmission (EXAMPLES), a hold will be placed on future semester enrollment pending receipt and approval of those materials.

If the student does not have a Plan of Study but has completed 15 credits toward the masters or 24 credits for the doctorate, the department should supply a copy of a letter to the student indicating that the Plan of Study must be submitted to the Graduate School and approved within the semester of readmission. A Hold will be placed on future semester enrollment pending receipt and approval of the Plan of Study.

The application for readmission must be received as a complete packet. The checklist on the following page will assist you as you complete all the required paperwork for your readmission application.

Defend/complete degree this semester

The student has an overall GPA of 3.0 or better and a 3.0 or better on the Plan of Study. All courses on the Plan of Study will be completed by the end of the semester; all grades on the Plan of Study are a C- or better. (If there are grade issues, a letter from the department needs to explain how those grade issues will be resolved by the end of the semester).

If the student has a previously approved Plan of Study: The department verifies that the Plan of Study has been re-examined by the student’s Advisory Committee and continues to be acceptable. Or, if any of the following are needed, the forms are to be included with the Readmission application:
• Plan of Study Change
• Change of Committee
• Justification of Old Coursework if any courses on the Plan of Study are more than 5 years old.

If the student does not have a Plan of Study, a POS that would allow the student to complete the degree within the semester needs to be submitted electronically at the time of the Readmission application.

Note: Students readmitting in this framework must be enrolled in 3 credits.

The application for readmission must be received as a complete packet. The checklist on the following page will assist you as you complete all the required paperwork for your readmission application.

Readmission Checklist

Application for Readmission
Graduate In-state Tuition Request
(if claiming entitlement to in-state tuition

International applicants who are or will be in F-1 or J-1 student visa statuses are required to show proof of adequate funding for at least one year before an I-20 or DS-2019 form can be issued. To do so, please complete:
• Immigration Information Form and the Affidavit

Plan of Study Review
• Plan of Study Submitted (if taken 15 hours for Masters/24 hours for Doctorate)
• Plan of Study Approved (if not, date submitted: ____________)
All past coursework has been taken; all future coursework will be taken
• Plan of Study Change Form (if changes to Plan of Study)
• Change of Committee/Advisor Form (if changes to committee/advisor)
Courses older than 5 years have been justified
• Course Justification Request Form (if course justification is needed)
• Official Transcripts for transferred courses listed on the Plan of Study submitted
Completed packet for Readmission must be received within 1 week prior to the first day of classes. Otherwise, we will not be able to process the forms and you will only be given consideration for Readmission for the next available term of entry.

Recommended Deadlines

Fall: August 1  Spring: January 1  Summer I: May 1  Summer II: June 1

Last day to submit the readmission application: Friday before the first day of classes

Questions? Call 540/231-8636 or e-mail grads@vt.edu for assistance.
This form should be used for readmission after not being enrolled in either two or more semesters or when returning from a leave of absence. Applicants must reenter the same program and campus in which they were enrolled at time of departure.

As part of the readmission process, the student’s Plan of Study must be up-to-date; in addition, a course justification should be submitted if any completed course work is older than five years. Acceptance is not guaranteed. Students seeking to pursue a different degree program or campus must print, complete, and submit the appropriate change form, found online at www.graduateschool.vt.edu (Academics/Forms).

The readmission application fee of $25.00 will be charged to your Virginia Tech account and billed to you by the Office of the University Bursar. Please complete this form and any additional attached forms as needed and submit with your readmission application.

Last Enrolled at Virginia Tech as a Graduate Student
☐ FALL ☐ SPRING ☐ SUMMER I ☐ SUMMER II

Term in which I Plan to Begin Classes
☐ FALL ☐ SPRING ☐ SUMMER I ☐ SUMMER II

I have reviewed my Plan of Study with my academic department, and it includes the changes indicated by this application.

□ YES □ NO

Questions? Call 540/231-8636 or e-mail grads@vt.edu for assistance.
Additional Required Information

Have you been convicted of or received a juvenile adjudication for a violation of any local, state, or federal law, other than a minor traffic violation?  
☐ YES  ☐ NO

Are you currently on court-ordered supervised or unsupervised probation or under the terms of a finding under advisement?  
☐ YES  ☐ NO

Please give a full explanation of any past criminal convictions:

Return your completed form to:
Graduate School Admissions
Graduate Life Center at Donaldson Brown
Virginia Tech (0325)
Blacksburg, VA 24061
Fax: 540/231-2039

Questions? Call 540/231-8636 or e-mail grads@vt.edu for assistance.
REQUEST FOR PLAN OF STUDY CHANGES

Obtain all required signatures and submit the original to the Graduate School. Attach a second form if more space is needed.

<table>
<thead>
<tr>
<th>LAST/FAMILY NAME</th>
<th>FIRST/GIVEN NAME</th>
<th>MIDDLE NAME</th>
<th>SUFFIX</th>
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</thead>
<tbody>
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</tbody>
</table>

Student ID Number: ____________________________

Date of Birth: ____________________________ month/day/year

E-mail Address: ____________________________ @vt.edu account, preferred

Daytime Phone: ____________________________ □ Home □ Office □ Mobile

Local Address

__________________________

__________________________

city state zip country

Drop

<table>
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<tr>
<th>DEPARTMENT</th>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>CREDIT HOURS</th>
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<th>YEAR</th>
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Add

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<th>DEPARTMENT</th>
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<th>TITLE</th>
<th>CREDIT HOURS</th>
<th>SEMESTER</th>
<th>YEAR</th>
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<td>Fall</td>
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</tbody>
</table>

Required Signatures

Committee Chairperson signature printed name e-mail (@vt.edu, preferred) date

Committee Member signature printed name e-mail (@vt.edu, preferred) date

Committee Member signature printed name e-mail (@vt.edu, preferred) date

Committee Member signature printed name e-mail (@vt.edu, preferred) date

Committee Member signature printed name e-mail (@vt.edu, preferred) date

Department Contact (Graduate Staff Coordinator) signature date

Graduate School signature date

Questions? Call 540/231-8636 or e-mail grads@vt.edu for assistance.
CHANGE OF COMMITTEE/ADVISOR

Obtain all required signatures and submit the original to the Graduate School.

LAST/FAMILY NAME

FIRST/GIVEN NAME

MIDDLE NAME

SUFFIX

Student ID Number: ____________________________

Date of Birth: ____________________________ month/day/year

E-mail Address: ____________________________ @vt.edu account, preferred

Daytime Phone: ____________________________ □ Home □ Office □ Mobile

Local Address

FIRST/GIVEN NAME

MIDDLE NAME

SUFFIX

Change of Committee/advisor required signatures

obtain all required signatures and submit the original to the Graduate School.

Personal info

required signatures

obtain all required signatures and submit the original to the Graduate School.

Last/family name

First/given name

Middle name

Suffix

Student ID number: ____________________________

Date of Birth: ____________________________ month/day/year

E-mail Address: ____________________________ @vt.edu account, preferred

Daytime Phone: ____________________________ □ Home □ Office □ Mobile

Local Address

FIRST/GIVEN NAME

MIDDLE NAME

SUFFIX

Required Signatures

Signatures of all dropped, added, and unchanged members are required. Please indicate the action to be taken for each committee member. Action Code: D = Drop, A = Add, U = Unchanged

ACTION CODE

COMMITTEE CHAIRPERSON signature

printed name

VT ID number

date

COMMITTEE CHAIRPERSON signature

printed name

VT ID number

date

COMMITTEE MEMBER signature

printed name

VT ID number

date

COMMITTEE MEMBER signature

printed name

VT ID number

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COMMITTEE MEMBER signature

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VT ID number

date

COMMITTEE MEMBER signature

printed name

VT ID number

date

DEPARTMENT HEAD signature

printed name

VT ID number

date

or authorized GRADUATE PROGRAM DIRECTOR

STUDENT signature

date

DEPARTMENT CONTACT (GRADUATE STAFF COORDINATOR) signature

date

GRADUATE SCHOOL signature

date

Return your completed form to:

Graduate School
Graduate Life Center at
Donaldson Brown
Virginia Tech (0325)
Blacksburg, VA 24061
Fax: 540/231-2039

Questions? Call 540/231-8636 or e-mail grads@vt.edu for assistance.
Use this page for additional committee member signatures, as needed.

Student ID Number: __________________________

Signatures of all dropped, added, and unchanged members are required. Please indicate the action to be taken for each committee member. Action Code: D = Drop, A = Add, U = Unchanged

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<th>MIDDLE NAME</th>
<th>SUFFIX</th>
<th>ACTION CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMITTEE MEMBER signature</td>
<td>printed name</td>
<td>VT ID number</td>
<td>date</td>
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Return your completed form to:
Graduate School
Graduate Life Center at
Donaldson Brown
Virginia Tech (0325)
Blacksburg, VA 24061
Fax: 540/231-2039

Questions? Call 540/231-8636 or e-mail grads@vt.edu for assistance.
The Plan of Study (POS) should consist of graduate coursework not older than 5 years at the time of approval. In some cases, graduate coursework older than 5 years can be justified and may be included on the POS. Justification for inclusion of such coursework should be assessed by the advisor with the support of the student’s entire Advisory Committee. The Course Justification process represents an evaluation of the student’s currency in the subject matter relevant to the pursuit of one’s graduate degree.

STUDENT’S NAME

REASON FOR SUBMISSION: ___ Readmission ___ Plan of Study Approval (initial) ___ Plan of Study Approval (additional degree) ___ Other: ___

STUDENT’S DEGREE/MAJOR

LAST 4 DIGITS OF ID NUMBER

COURSE NUMBERS

TITLES OF COURSES TO BE JUSTIFIED

YEAR COURSE WAS TAKEN

☐ Check here if additional courses are to be justified and list in Table 1 on the continuation page

Check all that apply and attach required documentation to this form:

<table>
<thead>
<tr>
<th>RATIONALE</th>
<th>REQUIRED DOCUMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Student is working in the field</td>
<td>CV OR RESUME WITH RELEVANT PROFESSIONAL EXPERIENCE HIGHLIGHTED</td>
</tr>
<tr>
<td>☐ Student received professional certification within past 5 years from a</td>
<td>CV/RESUME OR COPY OF EACH CERTIFICATE</td>
</tr>
<tr>
<td>nationally recognized organization</td>
<td></td>
</tr>
<tr>
<td>☐ Related advanced courses on the Plan of Study require subject matter</td>
<td>COMPLETE TABLE 2 ON CONTINUATION PAGE</td>
</tr>
<tr>
<td>currency on the old course work</td>
<td></td>
</tr>
<tr>
<td>☐ Student will be tested on written Preliminary Examination covering</td>
<td>EXAM DATE:</td>
</tr>
<tr>
<td>this subject matter</td>
<td></td>
</tr>
<tr>
<td>☐ Other:</td>
<td>DETAILED EXPLANATION: rEA</td>
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By signing below, all faculty Committee members and Department Head or authorized faculty Graduate Program Director attest that the student noted above has remained current in the body of knowledge for all courses more than 5 years old that are included on the Plan of Study and that the student’s full Committee has thoroughly assessed the student’s currency in the subject matter via one or more of the Graduate School approved Justification strategies.

Advisory Committee Signatures (Required of ALL Committee Members)

Committee Chair signature printed name e-mail (@vt.edu, preferred) date

signature printed name e-mail (@vt.edu, preferred) date

signature printed name e-mail (@vt.edu, preferred) date

signature printed name e-mail (@vt.edu, preferred) date

signature printed name e-mail (@vt.edu, preferred) date

DEPARTMENT HEAD signature printed name e-mail (@vt.edu, preferred) date

or authorized GRADUATE PROGRAM DIRECTOR

GRADUATE SCHOOL DEAN signature date

Return your completed form to:

Graduate School
232 Graduate Life Center
at Donaldson Brown
Virginia Tech (0325)
Blacksburg, VA 24061
Fax: 540/231-1670

Questions? Call 540/231-3645 or e-mail grads@vt.edu for assistance.
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<table>
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<th>TITLES OF COURSES TO BE JUSTIFIED</th>
<th>YEAR COURSE WAS TAKEN</th>
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</table>

Table 1: Additional courses to be justified

<table>
<thead>
<tr>
<th>OLD COURSE NUMBER AND CONTENT</th>
<th>ADVANCED-LEVEL COURSE NUMBER AND TITLE ON PLAN OF STUDY</th>
</tr>
</thead>
<tbody>
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</table>

Table 2: Comparison of old and current courses
If you are being charged out-of-state tuition and believe you are eligible for in-state rates, please complete the following form. You must be a U.S. citizen, a U.S. permanent resident; or hold a valid visa that permits the establishment of domicile to be eligible to qualify for in-state tuition. Please attach a copy of your permanent resident alien card or I-94, visa stamp, and/or other USCIS approval notification. You must also demonstrate intent to establish domicile in Virginia.

This form must be submitted by the first day of classes in order to be considered for in-state tuition rates that term.

The university requires additional supporting documentation demonstrating your residency qualification for the prior year. Please include a copy of each of the following documents: the first page of your state income taxes, your driver’s license, your vehicle registration, your voter registration, and your current lease or mortgage agreement. Failure to supply this information may result in the denial of your request. Use the other side of this form to provide additional information to be considered on your application.

<table>
<thead>
<tr>
<th>LAST/FAMILY NAME</th>
<th>FIRST/GIVEN</th>
<th>MIDDLE NAME</th>
<th>SUFFIX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last 4 of VT ID Number:</td>
<td>Citizenship □ U.S. CITIZEN □ PERMANENT RESIDENT □ NON-U.S. CITIZEN*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>Current Program First Term of Enrollment □ FALL □ SPRING □ SUMMER I □ SUMMER II</td>
<td>Year</td>
<td></td>
</tr>
<tr>
<td>E-mail Address:</td>
<td>Anticipated Completion Term □ FALL □ SPRING □ SUMMER I □ SUMMER II</td>
<td>Year</td>
<td></td>
</tr>
<tr>
<td>Daytime Phone:</td>
<td>Campus □ BLACKSBURG □ HAMPTON ROADS □ NATIONAL CAPITAL REGION □ RICHMOND □ ROANOKE □ SOUTHWEST VIRGINIA □ VIRTUAL</td>
<td></td>
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</tr>
<tr>
<td>Local Address</td>
<td>Degree Level □ DOCTORAL □ EDUCATION SPECIALIST □ MASTERS □ GRADUATE CERTIFICATE □ NON-DEGREE □ COMMONWEALTH CAMPUS</td>
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How long have you resided in Virginia? Years: _______ Months: _______

Beginning with the most recent, chronologically list the addresses at which you have resided for the past two years.

<table>
<thead>
<tr>
<th>Prior Address 1: street address</th>
<th>city state zip country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior Address 2: street address</td>
<td>city state zip country</td>
</tr>
</tbody>
</table>

Do your parents/legal guardian/spouse provide over half of your financial support OR claim you as a dependent on their taxes? □ YES □ NO

If yes, in which state do your parents reside? _______

(Attach a copy of the first page of their state income taxes and the page of the federal tax returns listing you as a dependent.)

For the twelve months prior to the term in which you are requesting in-state tuition rates, will you have:

1. Filed a tax return or paid income taxes to Virginia? □ YES □ NO

2. Been a registered voter in Virginia? □ YES □ NO

3. Held a valid Virginia Driver’s license? □ YES □ NO

4. Owned or operated a registered vehicle? □ YES □ NO

5. Are you, the spouse of, or the dependent of active-duty military personnel? □ YES □ NO

   a. Are you/they permanently stationed in Virginia? (If yes, include a copy of your/their orders) □ YES □ NO

   b. Do you have a current lease/mortgage agreement in Virginia? (If yes, include a copy) □ YES □ NO

I hereby certify that all of the information provided on this form is true and accurate. I understand that my request for in-state tuition is a legally binding document and that if I provide fraudulent information, I may be subject to repayment of tuition and/or dismissal from the university. I agree to furnish the university with supporting documentation, if asked, related to my request in a timely manner. I realize that failure to supply additional information may result in a denial of my request.

Return your completed form to:
Graduate School
Graduate Life Center at Donaldson Brown
Virginia Tech (0325) • Blacksburg, VA 24061
Fax: 540/231-2039

Questions? Call 540/231-8636 or e-mail grads@vt.edu for assistance.