



**Office of the University Registrar**  
25 University Avenue, West Chester, PA 19383  
Ph: 610-436-3541  
Fx: 610-436-2370  
[www.wcupa.edu/registrar](http://www.wcupa.edu/registrar)  
[registrar@wcupa.edu](mailto:registrar@wcupa.edu)

### Application for Readmission

Undergraduate students wishing to reapply to a degree program at West Chester University must complete this form. Please complete ALL information and return it to the Registrar's Office for consideration.

#### **Student Information**

Please enter your name exactly how it appears on your official documents.

Legal Name: \_\_\_\_\_  
First Middle Last

Permanent Home Address: \_\_\_\_\_  
Street Number / PO Box

\_\_\_\_\_  
City State Zip Code County of Residence

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Area Code Area Code

Email: \_\_\_\_\_

Sex: \_\_\_\_\_ (Female / Male / Nonbinary / Prefer Not to Answer)

#### ***Residency:***

Do you live in Pennsylvania? \_\_\_\_\_ Number of Years: \_\_\_\_\_  
*Enter 0 if you are a nonresident of PA*

#### ***Citizenship :***

Are you a United States Citizen or Permanent Resident? \_\_\_\_\_

If **NO**, do you need an I-20 form (Certificate of Eligibility)? \_\_\_\_\_

**The following information will help to validate your identity and account at WCU. Verification of your Social Security Number is important for receiving federal financial aid via FAFSA.**

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Last 4 Digits of SSN: \_\_\_\_\_ WCU ID: \_\_\_\_\_  
MM / DD / YYYY

Maiden/Former Last Name (If Any): \_\_\_\_\_

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**West Chester University is required by federal and state agencies to collect the following data.  
This information is not part of the admissions process or decision.**

Are you an active military member, veteran, or dependent of military member/veteran? \_\_\_\_\_

If **YES**, indicate your current status: \_\_\_\_\_ Are you eligible for VA benefits? \_\_\_\_\_

Statuses can include: Active Military, Active Reserve, Inactive Reserve, Veteran (VA Eligible), Retired Military, Dependent of Military

## **Admissions Information**

**Requested Start Term:** \_\_\_\_\_ **Year:** \_\_\_\_\_

Readmission into Winter will be on a case-by-case basis because of the short length of the term.

If you selected **Winter** as your start term, please indicate **WHY** you need to be readmitted into Winter:

**You will automatically be readmitted into your last active major.** If your major is no longer available, you will be placed into the closest equivalent program. If your request for readmission into your former major is denied, we will notify you at the email address you provided.

Please note that for some majors, readmission applications are reviewed by individual academic departments. This process may result in delays in decision-making.

If you would like to see what your last active major was at West Chester University, please contact the IS&T Help Desk at **(610) 436-3350** to request a temporary reactivation of your WCU credentials. This temporary access allows you to log in to the [Student Resources Page](#), where you can view your **Unofficial Transcript**, which lists your last active major.

You may request a change of major starting on the first day of your readmission term through your RamPortal account. Once reactivated, you can also use the [Degree Audit: What If](#) tool to explore how your completed, in-progress, or planned courses would apply to different academic programs.

\_\_\_\_\_  
Required **(Initial)** **I acknowledge I have read the admissions information.**

## **Disciplinary Action**

**Are you currently involved in a disciplinary proceeding or have you been dismissed or suspended from an institution of higher education for disciplinary reasons?**

**Answer:** \_\_\_\_\_ **(Yes or No - Required)**  
Required

If **yes**, a personal statement is required outlining the circumstances resulting in your dismissal for disciplinary reasons.

A YES answer will not necessarily bar admission to the University, but it may affect approval to live in university-owned or university affiliated housing. If you answered YES, please state the name of the institution of higher education, the reason for the dismissal or suspension. Note: Prior to admission, applicants may be required to complete a release of information that allows West Chester University to obtain disciplinary records from any previously attended institution of higher education. Failure to execute a release of information by the applicant may result in the denial of admission.

\_\_\_\_\_  
Required **(Initial)** **I acknowledge I have read the statement on disciplinary action.**

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## **Academic Standing**

When students are requesting readmission to West Chester University after leaving with less than a 2.0 cumulative grade point average (GPA), being on academic probation, or having been dismissed, they are **REQUIRED** to submit a personal statement that includes the following information:

1. The factors which contributed to poor academic performance while enrolled at West Chester University.
2. A brief overview of your experiences since leaving the institution.

Academic standing is reviewed for all readmission applications. As part of the review process, a staff member will contact you directly if a personal statement is required and not included with this application. Please note that delays in submitting your person statement upon request will result in postponements in the processing of your application. We strongly encourage you to respond promptly to any requests for additional information. If you are aware you need to supply a personal statement, you can include it when you submit your application.

\_\_\_\_\_ **(Initial)**      **I acknowledge I have read the statement on academic standing.**  
Required

## **Holds**

There may be specific holds on your student account that could prevent your readmission until they are resolved. As part of the review process, a staff member will contact you directly if such a hold exists. Our office IS NOT notified when holds are resolved, so please EMAIL US once you have addressed the holds on your account. Delays in resolving any holds may result in postponements in processing your application. We strongly encourage you to respond promptly to any requests for additional information.

\_\_\_\_\_ **(Initial)**      **I acknowledge I have read the statement on holds.**  
Required

## **Transfer Information**

**Did you attend any other institution(s) since leaving West Chester University?** \_\_\_\_\_ **(Yes or No)**  
Required

If you attended another institution of higher education (even if it was just one course) since leaving West Chester University, you are required to send all official transcripts to our office for an evaluation. If ordering from an institution that can send official transcripts electronically, please have them emailed to [transfercredits@wcupa.edu](mailto:transfercredits@wcupa.edu). All official transcripts sent via mail can be addressed directly to the Office of the Registrar. Upon receipt, a transfer credit evaluation will occur, and all eligible courses will be posted to your West Chester University transcript.

\_\_\_\_\_ **(Initial)**      **I acknowledge I have read the statement on transfer information.**  
Required

## **Tuition Waiver and Reimbursement**

West Chester University promotes lifelong learning by offering tuition waiver and reimbursement for eligible employees and their eligible dependents. Our degree and certificate programs provide opportunities for employees and their dependents to enhance their knowledge and skills for advancement. The tuition benefit covers tuition and select applicable fees. If you or a member of your family is employed at West Chester University, more information on tuition waiver and reimbursement can be found at:  
<https://www.wcupa.edu/hr/tuition-waiver.aspx>

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### **Application Disclaimer Regarding Criminal Background Checks**

West Chester University of Pennsylvania does not ask for criminal history information on its application for admission/readmission.

Please note, however, that certain criminal conduct may prohibit you from obtaining campus housing. If you apply for university housing, questions about specific conduct will be asked and the resulting information used in determining your eligibility because of applicable statuses, regulations, and university policies. Applications who are currently incarcerated are not eligible for state financial aid. If you have any questions, you should contact our office by emailing [registrar@wcupa.edu](mailto:registrar@wcupa.edu).

Additionally, some criminal and non-criminal conduct may render you ineligible for professional licensure, to complete your degree, and/or prohibit you from becoming employed in certain professional fields. If you have any questions, you should contact your advisor.

I certify that I have answered all applicable questions and that all information is true to the best of my knowledge. I understand that any deliberate falsification or omission of application data may result in denial of readmission or dismissal.

\_\_\_\_\_  
Required (Initial)

**I acknowledge the receipt of the Application Disclaimer Regarding Criminal Background Checks.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Unsigned applications will be returned for signature**