Dear Returning JMU Student:

Please read the following instructions before completing the re-entry form.

You should complete this form if you are a degree-seeking student who has been absent from JMU for at least two calendar years. If you have been away from JMU for less than that time, please contact the Office of the Registrar to request an Intent to Enroll Form, or download the form at [http://www.jmu.edu/registrar/wm_library/intent_to_enroll.pdf](http://www.jmu.edu/registrar/wm_library/intent_to_enroll.pdf).

A typewritten personal statement reflecting upon your absence from the university is required, and, if you are requesting Virginia In-State Tuition Rates, submission of a residency application and specified documentation are also required. High school transcripts and SAT/ACT scores are not required.

Please submit this completed form to Academic Student Services, 71 Alumnae Drive – MSC 7506, James Madison University, Harrisonburg, VA 22807. **No faxed or e-mail submissions will be accepted.**

The deadlines for re-entry are July 1 for fall re-entry, November 1 for spring re-entry and April 1 for summer re-entry.

We look forward to working with you to continue your educational pursuits.

Sincerely,

Leslie Purtlebaugh

Leslie Purtlebaugh
Assistant Vice Provost
Academic Student Services
This form should be used only by a student who formerly attended JMU as a degree-seeking student but who interrupted his or her enrollment at JMU for at least two calendar years. A student who interrupted his or her enrollment at JMU for a period of between one semester and 1½ calendar years must apply for re-entry using the Intent to Enroll form. The Intent to Enroll form is available at http://www.jmu.edu/registrar/wm_library/intent_to_enroll.pdf. Make a copy of your re-entry materials for your record.

Place your completed form, a typed written, one-page personal statement, an unofficial transcript(s) (if you attended other colleges or universities while absent from JMU), and, if you are requesting Virginia In-State Tuition Rates, the residency application and specified documentation, in a large stamped envelope and mail it to: Academic Student Services, 71 Alumni Drive - MSC 7506, James Madison University, Harrisonburg, VA 22807. No faxed or e-mailed submissions will be accepted.

A student may only earn two different baccalaureate degrees through concurrent or consecutive enrollment at James Madison University. The following requirements must be met to earn a second degree:
- Earn a minimum of 150 credit hours, including a minimum of 60 hours at JMU.
- Meet all degree and university graduation requirements for both degree programs.
- Meet all prerequisite and course requirements in two different major fields.

Students who hold a baccalaureate degree from another institution may not earn a second baccalaureate degree at James Madison University.

JMU alumni who wish to obtain a second major need to contact JMU’s Office of Outreach and Engagement or apply to The Graduate School to pursue a master’s or doctoral level degree.

RE-ENTRY APPLICANT CHECKLIST

Read the general instructions.
Complete the Undergraduate Re-Entry Form.
Complete a typed written, one-page personal statement.
- Your application will be considered incomplete and will not be processed without it.
- You should use your personal statement to cite the reason for your departure and highlight activities during your absence from JMU.
- Please supply any information you would like the re-entry committee to consider while evaluating your re-entry form.
- If you were on academic probation or suspension when you left JMU your personal statement should also address the reason(s) for your academic status and the academic plan you will pursue if you are granted re-entry.
- Limit your statement to approximately one page and include your full name and student identification number at the top of your statement. The statement must be typed/word processed – hand written statements will not be accepted. Attach it to your completed application.

Obtain a copy of your unofficial transcript from each college or university you have attended during your absence from JMU.
Complete the attached residency application (Virginia residents only).
- The person completing this section will be required to verify the information on the residency form.
- The most recent year’s federal and state tax forms – with financial information and social security number(s) blacked out - for the student and the parent/guardian/spouse must be submitted with the application. Income tax returns must be dated and signed. A photocopy of a current Immigration Visa must be submitted if applicable. The applicant may also submit any additional documents to support entitlement to Virginia in-state tuition.

Request an official transcript from each college or university you have attended during your absence from JMU and have it sent to the JMU Office of the Registrar. Please note that concealment of current or previous attendance at any college or university is cause for rejection of the application.
- Some academic areas have additional admission requirements. Please contact your area of interest to determine these requirements. For more information, please visit http://www.jmu.edu/advising/majors/.

Information contained on this application (i.e. social security number) will be provided to Virginia state agencies if required by law.

HOUSING

Although JMU cannot guarantee on-campus housing for re-entry students, sometimes space becomes available. If you want to be considered for on-campus housing, contact the Office of Residence Life at (540) 568-4663 or visit http://www.jmu.edu/orl/housing/returning.shtml. For information regarding off-campus living, contact the Office of Off-Campus Life at (540) 568-6071 or go to web.jmu.edu/ocl.

FINANCIAL AID CHECKLIST

James Madison University strives to make financial assistance available to degree-seeking students who demonstrate financial need. Priority in awarding financial aid is given to new and returning full-time students who have completed the necessary application procedures below by the priority deadline of March 1.

Obtain the Free Application for Federal Student Aid from a local college or university. The FAFSA is also online at www.fafsa.ed.gov.
Complete the FAFSA and file it by March 1, listing James Madison University as an institution to receive that information. Our institutional code is 003721.
You will be notified of your eligibility for financial assistance after being offered re-entry.
For information on scholarships, visit our scholarship home page at www.jmu.edu/finaid or write the Office of Financial Aid and Scholarships for further information.

Financial aid applications received after the priority deadline will be considered for assistance after on-time filer

2016
Undergraduate Majors

Accounting
Anthropology
Art History
Athletic Training
Biology
Biophysical Chemistry
Biotechnology
Chemistry
Communication Sciences and Disorders
Communication Studies
Computer Information Systems
Computer Science
Dietetics
Earth Science
Economics
Engineering
English
Finance
Geographic Science
Geology
Graphic Design*
Health Sciences*
Health Services Administration
History
Hospitality Management
Integrated Science and Technology
Intelligence Analysis
Interdisciplinary Liberal Studies
Interior Architecture*
International Affairs
International Business
Justice Studies
Kinesiology
Management
Marketing
Mathematics
Media Arts and Design
Modern Foreign Languages
Music*
Nursing*
Nursing RN to BSN Program*
Philosophy and Religion
Physics
Political Science
Psychology
Public Policy and Administration
Quantitative Finance
Social Work
Sociology
Sports and Recreation Management
Statistics
Studio Art*
Theatre and Dance*
Writing, Rhetoric, and Technical Communication
Undecided

*Please contact these departments for special admissions requirements.

Other Academic Interests

Pre-Dentistry
Pre-Forensic Studies
Pre-Law
Pre-Medicine
Pre-Occupational Therapy*
Pre-Optometry
Pre-Pharmacy
Pre-Physical Therapy
Pre-Physician Assistant
Pre-Theology
Pre-Veterinary Medicine

Teacher licensure in any of the following:
Art Education*
Dance Education*
Elementary Education*
Foreign Language (Spanish, French, German)
Inclusive Early Childhood Education*
Middle Grades Education*
Music Education*
Health and Physical Education*
Secondary Education*
Special Education*
Teaching English to Speakers of Other Languages-TESL*
Theater Arts Education
UNDERGRADUATE RE-ENTRY FORM

To be completed by Undergraduate students who have been absent from JMU for 2 calendar years or more.

Deadlines for Submission * Fall Semester - July 1 * Spring Semester - November 1 * Summer Session - April 1

Student ID ________________________________________________

Intended Term of Return □ Fall Semester ___ (Year) □ Spring Semester ___ (Year) □ Summer Session ___ (Year)

Name ____________________________ Social Security Number ______________________

(First) (Last) (MI)

Former Last Names (if applicable) ______________________ Non-JMU Email ______________________

Mailing Address: ________________________________

(Street) (City) (State) (ZIP) Phone ______________________

Gender □ Male □ Female

Parent(s) or Guardian(s) Salutation: □ Mr. and Mrs. □ Mr. □ Mrs. □ Ms. □ Other (please specify) ______________________

Full Legal Name(s) of Your Parent(s) or Guardian(s)

________________________________________________________________________

________________________________________________________________________

Date of Birth ___/___/_______ (MO/DY/YR) Birthplace ____________________________________________

State of Legal Residence _____ County or City of Legal Residence (Virginia Residents Only) ______________________

Citizenship (check one). If you are in an immigration status not covered here, please explain your situation on a separate sheet of paper.

□ U.S. Citizen

□ Permanent Resident

Country of Citizenship ____________________________ Resident Alien Card Number A-_____________________

□ International Visa-Holding Student

Country of Citizenship ____________________________ Visa Type ____________________________

Housing

□ Commuting: See housing information listed in the application instructions.
Ethnic Classification

This information is required for reports JMU submits to government agencies that collect data to ensure equal opportunity. You are not required to answer this question; however, your will be appreciated.

☐ White/Caucasian    ☐ Black/African American    ☐ Hispanic American    ☐ Asian    ☐ American Indian/Alaskan Native
☐ Native Hawaiian/Other Pacific Islander    ☐ Other ______________________________________________________________________

Intended Major _____________________________________________________________________________

Refer to Undergraduate Major List in the instructions

Other Academic Interest ______________________________________________________________________

Refer to Other Academic Interest List in the instructions

When Did You Last Attend JMU? ____________________________  Semester __________  Year __________

Educational History: Please list each college or university you have attended during your absence from JMU.

<table>
<thead>
<tr>
<th>Name of school, college, or university</th>
<th>City/State</th>
<th>Dates attended</th>
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Please check the appropriate box for the following questions:

1. Military experience: Are you a veteran?    Yes ☐ No ☐

If yes, indicate discharge date. ______________________________________________________________________

Veterans must submit a copy of their DD-214 forms to Academic Student Services

2. Have you ever been convicted of, or pled guilty or no contest to, any offense other than a moving traffic violation?    Yes ☐ No ☐

If yes, please list the date(s), jurisdiction(s), original charge(s), and outcome(s) on an attached sheet of paper.

3. Have you ever been subject to disciplinary action by JMU or ANY school, college, or university?  ☐ Yes  ☐ No

If yes, please attach an explanation of charges, all outcomes including but not limited to date of probation/suspension/dismissal/educational sanctions, and the name of the institution.

4. Is your cumulative GPA less than 2.0?    Yes ☐ No ☐

5. Were you on academic probation or suspension when you left JMU?    Yes ☐ No ☐

If you answered yes to questions 4 and 5, address the reason for your academic status, you departure, and you interim activities in the required personal statement.

Re-entry to JMU after academic probation or suspension is not guaranteed but is contingent upon review by an academic review committee. Such review may result in denial or conditional re-entry.

A typewritten personal statement is required to process this request. Academic Student Services forwards this to the appropriate dean or academic review committee for review. This re-entry form is processed until the proper approval(s) is obtained. Allow adequate time for review.

Please note that by signing below, you are bound by the James Madison University Honor Code. Any violation of this honor code, including omission of necessary information on this form, may result in denial or revocation of enrollment.

Signature ____________________________________________ Date _____________________

PERSONAL STATEMENT

Please complete a one-page personal statement and submit it with your application. It should be attached to the top of this page. Refer to the form instructions for additional information.

FOR OFFICE USE ONLY

Re-entry Approved __________  (E-mail Entered _____  PIN Reset _____  Matriculated _____)

Re-entry Denied __________

In-State Tuition __________  Out-of-State Tuition __________
APPLICATION FOR VIRGINIA IN-STATE TUITION RATES

Instructions:
All applicants claiming Virginia residency for tuition purposes must complete the following. Failure to complete this form will result in an out-of-state residency classification.
The applicant must complete Section A and Section B. The parent or legal guardian must complete Section C and Section D if the applicant is under the age of 24 and is not married or if the applicant is claimed as a dependent for federal income tax purposes.
All questions must be answered completely. Attach explanatory information as necessary. Where questions are not applicable, write N/A.

Supporting Documents:
The most recent year’s federal and state tax forms – with financial information and social security numbers(s) blacked out - for the student and the parent/guardian/spouse must be submitted with the application. Income tax returns must be dated and signed. A photocopy of a current Immigration Visa must be submitted if applicable.
The applicant may also submit any additional documents to support entitlement to Virginia in-state tuition.

Guidelines for Eligibility:
It is incumbent on the applicant to provide clear and convincing evidence for entitlement to in-state tuition rates. In general, to be eligible for in-state tuition rates, the person providing the majority of the dependent student’s financial support must be domiciled in Virginia for a minimum of one year immediately prior to the first official day of class for the session in-state rates are requested.
Domicile is defined as the “present, fixed home to which you return following temporary absences and at which you intend to stay indefinitely.” Domiciliary status shall not ordinarily be conferred by the performance of acts, which are auxiliary to fulfilling educational objectives, or are required or routinely performed by temporary residents of the Commonwealth. Mere physical presence or residence primarily for educational purposes shall not confer domiciliary status.
THE CODE OF VIRGINIA REQUIRES THE INSTITUTION TO REQUEST PROOF OF DOMICILE IF THERE IS EVIDENCE THAT DOMICILE MAY HAVE CHANGED FROM VIRGINIA TO ANOTHER STATE OR COUNTRY.
APPLICATION FOR VIRGINIA IN-STATE TUITION RATES

The applicant must complete Section A and Section B. The parent or legal guardian must complete Section C and Section D if the applicant is under the age of 24 and is not married or if the applicant is claimed as a dependent for federal income tax purposes.

Section A: Applicant

1. Applicant’s Name _______________ _______________ _______________
   Last                First                Middle

2. Social Security Number __________________

3. JMU ID# ______________________________

4. Local Address __________________________________________

5. Permanent Address ______________________________________

6. Telephone Numbers
   Home ________________________ Cell ________________________ Work ________________________

7. Date of Birth (MM/DD/YYYY) ________________

8. How long have you resided in Virginia? ________________________

9. Citizenship U.S. _____ Permanent Resident _____ Temporary Resident _____ Political Asylum/Refugee _____
   If non-U.S. citizen, please specify (please include a copy of all immigration papers):
      Country of Origin ____________________________________________
      Type of Visa ________________________________________________
      Date of Issue ____________________ Expiration Date ______________
      Resident Alien Number ________________________________________

10. Where have you lived in the past five years?
    Dates (month/year)                        Street Address                        City                        State                        ZIP Code
       From                          to
       From                          to
       From                          to

11. If you have not continuously resided in Virginia for the past two years, please explain why:

12. Where have you been employed in the past three years?
    Dates (month/year)                        Employer                        City                        State
       From                          to
       From                          to
       From                          to

13. Please list ALL colleges and universities (excluding JMU) that you have attended:

2016
14. Will you be age 24 before the first day of classes? Yes No
   If no, Section C must be completed by parent(s) or guardian(s).

15. Are you married? Yes No

16. Do you have legal dependents (other than spouse)? Yes No

17. Are you an orphan or ward of the court, or were you a ward of the court until age 18? Yes No

18. Are you a veteran of the U.S. armed forces? Yes No

19. Do your parents or legal guardians provide more than one-half of your financial support or claim you as a dependent for income tax purposes? Yes No
   If yes, Section C must be completed by parent(s) or guardian(s).

20. For at least one year prior to the term in which you will enroll, will you have filed a tax return or paid income taxes to Virginia on all earned income? Yes No

21. Will you have filed a tax return or paid income taxes to any state other than VA during the past year? Yes No
   If yes, where?

22. For at least one year prior to the term in which you will enroll, will you have been a registered voter in Virginia? Yes No
   If yes, when did you become a registered voter in Virginia (MM/YYYY)?
   If no, are you a registered voter in another state? Yes No

23. For at least one year prior to the term in which you will enroll, will you have held a valid Virginia driver’s license? Yes No
   If yes, when were you first licensed in Virginia (MM/YYYY)?
   If yes, last Virginia driver’s license renewal date (MM/YYYY)
   If no, what state issued your driver’s license?

24. Do you operate a motor vehicle? Yes No
   If yes, in what state is the vehicle registered?
   If yes, when was the vehicle registered in that state?
   If yes, in whose name is the vehicle registered?

25. Do you own real property (i.e. property that includes land and buildings, and anything affixed to the land)? Yes No
   If yes, in what state is the property located?
   If yes, when was the property purchased (MM/YYYY)?

26. Are you or any member of immediate family presently on active duty in the military? Yes No
   If no, go to question 27.
   If yes, check family member in military: Self Spouse Parent/Guardian
   A. Will Virginia income taxes have been paid on all military income for one year prior to the term in which you will enroll? Yes No
   B. If yes, please submit a copy of the Leave and Earnings Statement.
employed with an income of at least $10,300 and paid income taxes to Virginia at least one year prior to the term in which you will enroll?  
_____ Yes  _____ No
If yes, please include tax forms.

27. Answer this question only if you live outside the commonwealth but work in Virginia.  
Will you have earned at least $10,300 and paid Virginia income taxes on all taxable income earned in Virginia for at least one year prior to the term in which you will enroll?  
_____ Yes  _____ No
If yes, please attach Virginia tax forms.

28. If you have moved to Virginia within the past three years, please explain why you initially made the move.

29. Do you presently have the intention of remaining in Virginia indefinitely?

Section B: Signature

Certification of Residency Information

I certify that all of the information I provide in this application is true and accurate. I understand that this application is a legally binding document and that if I provided fraudulent information, I may be subject to repayment of tuition and/or dismissal. I agree to furnish the university with further supporting documentation related to my application if I am requested to do so. Signature must appear below or this application will not be processed for in-state tuition rates.

Applicant’s Signature ____________________________ Date ____________________________
Section C: Parent or Legal Guardian

1. Name of parent or legal guardian
   Last                      First                      Middle

2. Relationship to applicant

3. How long have you resided in Virginia?

4. Address

5. Telephone Number

6. Have you been a permanent resident of VA for the past twelve (12) months?
   Yes  No
   If no, please list state of legal residence

7. Citizenship
   U.S.  Permanent Resident  Temporary Resident  Political Asylum/Refugee
   If non-U.S. citizen, please specify:
   Country of Origin
   Type of Visa
   Date of Issue
   Expiration Date
   Resident Alien Number

8. Where have you lived in the past two years?

9. Will you have filed a tax return or paid income taxes to Virginia on all earned income during
   the past year?
   Yes  No

10. Will you have filed a tax return or paid income taxes to any state other than VA during
    the past year?
    Yes  No

11. Will you have claimed the applicant as a dependent on your federal and Virginia income tax
    returns for the year prior to the term in which the applicant will enroll?
    Yes  No

12. Will you have provided more than half of the applicant’s financial support for at least
    one year prior to the term in which the applicant will enroll?
    Yes  No

13. Are you the applicant’s guardian?
    Yes  No
    If no, skip to question 14.
    If yes, is your guardianship of the applicant by court decree?
    Yes  No
    (If yes, include a copy of the court order with this form.)
    If yes, are the applicant’s parents deceased?
    Yes  No

14. For at least one year prior to the term in which the applicant will enroll, will you have
    been a registered voter in Virginia?
    Yes  No
    If yes, where and when (MM/YYYY) did you register?
    If yes, where did you last vote?

15. For at least one year prior to the term in which the applicant will enroll, will you have held
    a valid Virginia driver’s license?
    Yes  No
    If yes, when was the license issued (MM/YYYY)?
    If yes, last Virginia driver’s license renewal date (MM/YYYY)
    If no, what state issued your driver’s license?

16. Do you operate a motor vehicle?
    Yes  No
    If yes, in what state is the vehicle registered?
    If yes, when was the vehicle registered in that state?
17. Do you own real property (i.e. property that includes land and buildings, and anything affixed to the land) in Virginia? 
   _____ Yes    _____ No
   If yes, where is the property located?
   ___________________
   If yes, when was the property purchased (MM/YYYY)?
   ___________________

18. Are you or your spouse presently on active duty in the military?
   _____ Yes    _____ No
   If no, go to question 19.
   If yes, please submit a copy of the Leave and Earnings Statement, and check family member in military. Failure to submit the Leave and Earnings Statement will result in out-of-state residency classification.
   _____ Self    _____ Spouse
   A. Will Virginia income taxes have been paid on all military income for one year prior to the term in which the applicant will enroll? _____ Yes    _____ No
   B. If the answer to “A” is no, will the applicant’s nonmilitary parent have resided in Virginia, been employed and earned at least $10,300, paid Virginia income taxes, and claimed the applicant as a dependent for Federal and Virginia income tax purposes for at least one year prior to the term in which the applicant will enroll? _____ Yes    _____ No
      If yes, please include a copy of your Virginia tax returns. Failure to submit the Virginia tax return will result in out-of-state residency classification.
   C. Please indicate the date of military assignment to Virginia.
      ___________________

19. Answer this question only if you or your spouse live outside the commonwealth but work in Virginia.
   A. Will you or your spouse have lived outside Virginia, been employed in Virginia and earned at least $10,300 and paid Virginia income taxes on all taxable income earned in this commonwealth for at least one year prior to the term in which the applicant will enroll? _____ Yes    _____ No
   B. If the answer to “A” is yes, will the parent employed in Virginia have claimed the applicant as a dependent for federal and Virginia income tax purposes for at least one year prior to the term in which the applicant will enroll? _____ Yes    _____ No

Section D: Signature
Certification of Residency Information
I certify that all of the information I provide in this application is true and accurate. I understand that this application is a legally binding document and that if I provided fraudulent information, the applicant may be subject to repayment of tuition and/or dismissal. I agree to furnish the university with further supporting documentation related to my application if I am requested to do so. Signature must appear below or this application will not be processed for in-state tuition rates.
Parent’s or Guardian’s Signature ____________________________ Date ________________