



Reactivation Request Form – Undergraduate Level Students

- This form is used by the student to notify the Office of the Registrar that she/he is returning to the university. This enables the Office of the Registrar to reactivate the student’s record in order to register for the upcoming semester/term.
- Students who were on academic probation prior to complete withdrawal must provide the reasons for having interrupted their studies.
- The Reactivation Request Form must be submitted to the Office of the Registrar one month prior to registration.

_____	_____	_____
Name	Student ID	CGPA
_____	_____	_____
Present Major (and concentration, if any)	Class (e.g., freshman)	Mobile No. (very important)

I request to have my student record at AUS reactivated for the _____ semester/term.	
Student’s Signature	_____/_____/_____ DD / MM / YYYY

Students who were on academic probation prior to withdrawal must complete this section:

Reasons for interrupting studies: _____

Student’s signature _____

_____/_____/_____
DD / MM / YYYY

Director of the Academic Support Center decision:

_____	_____	_____
Decision	Signature	DD / MM / YYYY

Student’s Associate Dean decision:

_____	_____	_____
Decision	Signature	DD / MM / YYYY

Office of the Registrar Signature	_____/_____/_____ DD / MM / YYYY
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