The University of Akron

Undergraduate Reenrollment Request

Please use this undergraduate reenrollment request only if you meet all of the following criteria.

➢ *You have been away from The University of Akron for at least ONE semester OR you were dismissed from The University of Akron prior to Fall 2012.*

➢ *You have not attended any other accredited college or university since leaving The University of Akron.*

Please provide **all** requested information. This request will not be processed if you do not provide residency information.

Residency Information:

Are you a permanent resident of Ohio? ☐ Yes ☐ No	*Date Ohio Residency Established (mm/dd/yyyy):	Visa Type (if applicable):

*Note: If you have lived in Ohio since birth, please enter birth date for 'Date Ohio Residency Established.'

Personal Information:

Last Name:		First Name:		Middle Initial:
Student ID # or last 4 digits of SSN:	Month/Day of Birth (mm/dd):	Maiden or Former Name(s):		
Permanent Address:				

City:	State:	Zip:	County/Province:	Country:

Email Address:	Telephone #:

When your Reenrollment Request is approved, your academic record will be returned to active status in the same major you were following prior to your leave of absence. If your major is no longer being offered, you will be placed into an exploratory major with the Student Success Center.

When do you plan to return to The University of Akron?
☐ Fall Semester ☐ Spring Semester ☐ Summer Semester Year:

The University of Akron is committed to maintaining a university environment characterized by safety, respect, integrity and inclusion. Answering yes to the following question will not automatically preclude you from reenrollment at the University but will require further review.

► Have you ever been convicted of a criminal offense (felony, misdemeanor or juvenile offense) other than a minor traffic violation, or is any such charge currently pending against you?
☐ Yes ☐ No

I certify that the information herein is complete and accurate to the best of my knowledge. I hereby grant permission to The University of Akron to seek and to exchange any information with the academic institutions that I have attended. I further authorize any such academic institution to release any records or confidential information concerning me to The University of Akron. I agree to abide by the rules set forth in the University Bulletin. I understand that The University of Akron maintains a system of records which has been in existence and operating since 1968 and which utilized the Social Security Number until the fall of 2001 for the purposes of verifying the identity of students.

Hand Signature:_____Date:_____

As required by law, The University of Akron does not discriminate on the basis of gender in its educational programs, activities or employment.

Submit your request using one of the following options:
● Scan and email your signed request to the Office of the University Registrar at registrar@uakron.edu.
● Mail your signed request to the Office of the University Registrar, The University of Akron, Akron, OH 44325-6208.
● Submit your signed request to the Office of the University Registrar in Simmons Hall 120.

Instructions

Electronic forms should be downloaded and saved to your computer, and then opened in Adobe Acrobat or Adobe Reader for completing and signing. Documents can be completed and signed using either an e-signature or the Fill & Sign feature.

Note: Although the use of e-signatures is highly encouraged, during the COVID-19 pandemic, these forms will be accepted without an e-signature provided that they are filled out in full and submitted from the signer's official University of Akron email address. If multiple signatures are required on the form, then multiple confirmation emails are also required.

Using E-Signatures:

Setting up an e-signature within Adobe is a one-time process. Once set up, an e-signature can be used to sign any future forms or documents inside Adobe.

1. Open form in Adobe Acrobat or Adobe Reader (opening in a web browser will not work)
2. Click in signature box.
3. In box that pops up, choose 'Create a new Digital ID', and click 'Continue'
4. On next step:
    a. If using Windows, select 'Save to Windows Certificate Store', and click 'Continue'
    b. If using Mac OS X, select 'Save to Apple Keychain', and click 'Continue'
5. Enter Name and Email Address – use @uakron.edu email address – and click 'Save'
6. Clicking in signature windows on e-forms within Adobe will now prompt you to use your e-signature to sign these forms.

Using Fill & Sign:

 Fill & Sign

The Fill & Sign feature is available within Adobe, and will allow someone to sign a document by using their mouse as an electronic pen. Signing with the mouse is necessary every time a signature is required. Please note: if an e-signature is already set up within Adobe, the form will default to using the e-signature when Fill & Sign is selected.