

Enrollment Services READMITTANCE INSTRUCTIONS

Please read carefully the below steps which outline the process for your return to MICA.

1. APPLY

All students who took leaves of absence, withdrew, or were dismissed from MICA must file for readmittance in order to return. An *Application for Readmittance* is attached and can also be obtained from Enrollment Services in Bunting Building, Second Floor or by phone at 410-225-2234. Recommended application deadlines are **December 1st** for return in a spring semester, and **July 15th** for return in a fall semester, and **April 15th** for return in a summer semester.

Fax applications to 410-225-2548 or mail to
Enrollment Services
MICA
1300 Mt. Royal Ave.
Baltimore, MD 21217

2. UPDATE YOUR RECORDS

Update your academic records by sending official transcript(s) from any institution(s) where you may have studied while on leave. Credit will be awarded according to MICA's transfer credit policy and may require departmental approvals.

3. TAKE CARE OF BUSINESS

Your application will be reviewed and you will be notified of your status as soon as possible. Additional steps may be necessary prior to your application receiving approval. To speed the review process, please clear any potential outstanding charges in your student account. You may wish to contact the following MICA offices:

- Office of Student Account Services** (410) 225-2356
To answer questions regarding your student account
- Office of Financial Aid** (410) 225-2285
To apply for financial aid for your return and scholarship status
- Residence Life** (410) 225-2398
To apply for campus housing

4. RECEIVE READMITTANCE AND SUBMIT SECURITY DEPOSIT

Once your application is approved, you will be mailed a packet of information and instructions. At that time, you will be required to submit a security deposit to hold your place for the coming semester, and once it is received you will be reactivated as a student.

5. REGISTER FOR CLASSES

Please note that, since you will not be an active student during MICA's general registration period, you will NOT have the opportunity to register the same time as current students. Students returning from leaves of absence typically do registration in **late December/early January** for a spring return, and **June/July** for a fall return. You will not be eligible to register until you have completed the above steps.

Questions? Please contact Enrollment Services at 410-225-2315. We look forward to working with you on your return!



MARYLAND INSTITUTE
COLLEGE OF ART

Enrollment Services APPLICATION FOR READMITTANCE

Mail form to: Enrollment Services, MICA, 1300 Mt. Royal Avenue, Baltimore, MD 21217 or fax to 410-225-2548.

| | | | | |
|--|--------|----------|-------------------|-----|
| Student Name (include former name if applicable) | | MICA ID# | Social Security # | |
| Current Address | Street | City | State | Zip |
| () | | | | |
| Current Telephone | E-mail | | | |
| Permanent Address | Street | City | State | Zip |
| () | | | | |
| Permanent Telephone | | | | |

PLEASE COMPLETE THE FOLLOWING:

- 1) Last semester **completed** at MICA: *Fall / Spring* 20__
- 2) Term of intended MICA re-entry: *Fall / Spring* 20__
- 3) Intended Major: _____
- 4) Do you plan on attending MICA Full-time ____ or Part-time ____
- 5) Have you attended any other schools since leaving MICA? Yes ____ No ____ If "Yes" please list below.

School*: _____ School*: _____

Dates attended: _____ Dates attended: _____

Courses and credits earned: _____ Courses and credits earned: _____

**Official transcripts must be sent to MICA as part of the re-entry process. Continue on back if additional space is required.*

Student Signature: _____ Date: _____

Students in good academic standing who are returning from an Official Leave of Absence may file an Application for Re-admittance through Enrollment Services. Students who were academically dismissed from the Maryland Institute College of Art must also petition to re-enter the College as outlined in the Academic Bulletin. Students must have no outstanding financial obligation to MICA and must be current on all student loans. Official transcripts from each institution attended since the last enrollment at MICA must be submitted. Students wishing to return after an absence of more than three years will be eligible for re-admittance on a space available basis and will be expected to fulfill the degree requirements of the year in which they are re-admitted. Additional materials may be requested for review.