

Name of Policy: Readmission for Domestic and International Students
Source: Student Affairs and Global Studies
Date Revised: July 2015
Form to Complete: N/A – Please see the Registrar for more information

Policy:

Students who stopped attending classes and desire to return to KCAI within four consecutive regular semesters (2 years) may complete the [readmission application](#) found on Artnet and be readmitted under a students’ original catalog year. In order to qualify for this expedited process and be considered for readmission, students must have completed the required Total Withdrawal/Leave of Absence paperwork when leaving the institution.

Students must complete the [KCAI application for admission](#) and may be readmitted under a new catalog year requiring them to meet updated degree requirements, if they:

- Stopped attending classes for more than four regular consecutive semesters (2 years)
- Did not complete the required Total Withdrawal/Leave of Absence paperwork before leaving the institution

Students who desire to return to KCAI after an **academic dismissal** should refer to the Academic Probation, Dismissal and Progress Standards Policy.

In addition to the above requirements, F-1 status international students must submit the following information when reapplying to KCAI:

- Proof of finances
- Copy of passport
- Copy of current visa(s)
- Health insurance that meets KCAI’s requirements for international student coverage (see the Student Health Insurance for Domestic and International Students Policy for additional information)

F-1 status international students must notify the Primary Designated School Official (PDSO) or Designated School Official (DSO) as designated by SEVIS of their intent to return to KCAI as soon as possible. The school official will take necessary steps to update students’ SEVIS record and student visa. Students who choose to reenroll after leaving the country for over 5 months may be required to obtain a new F-1 student visa and may be subject to I-901 visa processing fees from the Department of Homeland Security (DHS).