Returning Student Application Process

Returners are former students that did not complete a degree and have been out of school for 3 or more semesters. The steps to readmission are dependent on a former student’s academic status when they left; completing an application and submitting a reinstatement appeal. Please read the information below carefully.

Questions? Contact the Admissions Coordinator for Returning Students Elizabeth Tovar, PH: (210) 784-1457 or EM: etovar@tamusa.edu

Submit an application via Apply Texas, www.applytexas.org

- Complete the readmit undergraduate application
- Before submitting, select “fee waiver requested” to process the application with no fee.

Provide official transcripts:

- IF the last transcripts you submitted are older than 5 years
- IF you have attended any other college/university since you attended A&M San Antonio.

Electronic Transcripts are accepted. Visit the returning student admissions page for details on how to send documents.

If applicable, submit academic reinstatement appeal.

Prior students who were placed on academic dismissal or enforced withdrawal must submit an appeal for consideration of readmission. Review the academic appeal process on the university’s webpage for more details and deadline information.

Students should contact Student Success at (210) 784-1307 or student.success@tamusa.edu for help with this process.

Complete the application for financial aid (FAFSA/TASFA).

Although this is optional, many scholarships use this as a resource to determine eligibility. It can be completed prior to readmission to the university.

**Students on academic dismissal or enforced withdrawal should contact the Office of Financial Aid & Scholarships to discuss the Satisfactory Academic Progress (SAP) policy**
Check your application status

- You may continue to check your application status on our self-service portal.
- You will need to provide your student ID (J #) and PIN (DOB). Contact returning student admissions with questions about this process.

Wait for a decision

- Non-appeal students can receive a decision within 1-2 weeks after all documentation has been received.
- Reinstatement appeals are reviewed after designated deadlines, so this can impact a decision timeline for these students.

All students receive an email and mailed letter with a decision.

GET PREPARED for Admitted Student next steps:

- Access Jag Wire
- Complete returning student orientation
- Meet with your academic advisor and/or academic success coach.
- Resolve holds
- Register for classes
- Submit updated official transcripts *(if required)*

**Students that are not readmitted may contact Returning Student Admissions to discuss the decision.**
# Returning Student Resources

<table>
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<tr>
<th><strong>Student Academic Success Center</strong></th>
<th>Consult with an Academic Success Coach for guidance on the reinstatement appeal.</th>
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<tr>
<td><strong>Academic Advising</strong></td>
<td>Consult with an Academic Advisor for guidance on academic planning, inquiries about majors and course catalog questions.</td>
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**PHONE:** (210) 784-1307  
**LOCATION:** CAB 202

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<tr>
<th><strong>Financial Aid Checklist</strong></th>
<th>Visit the website to submit an inquiry or schedule an appointment.</th>
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<td><strong>Satisfactory Academic Progress information</strong></td>
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**PHONE:** (210) 784-1300  
**LOCATION:** Enrollment Services Ctr, MADLA 111

| **Student Business Services** | For information about payments, past due balances, or refunds. |

**PHONE:** (210) 784-1300  
**LOCATION:** Enrollment Services Ctr, MADLA 111

| **ITS Help Desk** | ITS can help with Jag Wire access. |

**PHONE:** (210) 784-4357  
**LOCATION:** CAB 233