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| Name of Policy: Readmission for Domestic and International Students |
| Source: Academic Affairs |
| Date Revised: July 2020 |
| Form to Complete: N/A – Please see the Registrar for more information |

Policy:

Students who stop attending classes and desire to return to KCAI within four consecutive regular semesters (2 years) may complete the readmission application on the MyKCAI portal 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 standard admissions application found on the KCAI website 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 and/or the requirements provided them in their letter of dismissal.

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 Registrar' office of their intent to return to KCAI as soon as possible. Students who choose to re-enroll 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).