



## READMISSION INSTRUCTIONS FOR GRADUATE STUDENTS RETURNING TO RISD AFTER A LEAVE OF ABSENCE

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**Purpose:** Readmission to RISD after a voluntary or involuntary leave requires completion of the “Application for Readmission” form which is available from the Registrar or online at [www.risd.edu/registrar](http://www.risd.edu/registrar).

**Note:** Students who take a voluntary medical leave must apply for readmission through the medical leave readmission process. Contact the Office of Student Affairs at: studaff@risd.edu or 401.454.6600 for Medical Readmission Instructions.

### General Information:

- The student must contact their department head or Graduate Program Director or Dean of Graduate Studies +Research at the time of applying for readmission, or before, in order to seek advice and ensure that there is space. The department head or graduate program director’s authorization for the student to return is a mandatory part of the application process. If you are seeking to change programs upon return, you must contact the department head of the major you wish to enter.
- If you have been away from RISD for four years or more, you will be required to satisfy the graduation requirements in effect at the time of your readmission.
- **International Students:** The Office of International Student Services cannot process immigration paperwork until the readmission has been fully approved. Applications should be submitted earlier than deadlines below to allow for the additional processing time required.

### Application Filing Deadlines:

*Fall semester* entry: Return form by **January 15**

*Wintersession and Spring* entry: Return form by **October 1**

### Instructions:

1. Complete the Application for Readmission Form available at [www.risd.edu/registrar](http://www.risd.edu/registrar)

**Note:** Students on a medical leave of absence must contact the Office of Student Affairs at 401-454-6600 to apply for readmission. Do not use the general readmission application.

2. Students requesting readmission are highly encouraged to speak with their Graduate Program Director, Department Head, or the Dean of Graduate Studies + Research in advance of the readmission deadline date. Approval of the department head or graduate program director is required. Readmission decisions are made on an individual basis and are subject to availability of space in your designated program.
3. If your leave of absence specified certain conditions that had to be met prior to your return (e.g. academic conditions), then you must submit evidence of having met those conditions and attach required documentation when submitting the application.
4. Resolve any outstanding balances on your student account. Contact the Student Accounts Office at 401.454.6445 or [studentacct@risd.edu](mailto:studentacct@risd.edu) Your application for readmission cannot be processed if there is an outstanding balance.
5. Return the application to the Registrar’s Office after obtaining appropriate department approval.

### Additional Resources:

Financial Aid Office: 401.454.6661 or [financialaid@risd.edu](mailto:financialaid@risd.edu)

Health Services: 401.454.6625 or [health@risd.edu](mailto:health@risd.edu)

International Student Services: 401.277.4957 or [oiiss@risd.edu](mailto:oiiss@risd.edu)

Residence Life Office for housing options: 401.454.6654 or [rlo@risd.edu](mailto:rlo@risd.edu)

Registrar’s Office: [registrar@risd.edu](mailto:registrar@risd.edu)

Student Accounts Office 401.454.6445 or [studentacct@risd.edu](mailto:studentacct@risd.edu)