



## Re-Enrollment Application

This form is to be submitted by any student that has been inactive in their degree program for more than twelve months or has formally withdrawn. **All inactive students are required to submit their high school transcript/GED and any other updated transcripts prior to evaluation.** Once submitted, the student's record will be re-evaluated and will be subject to any changed academic requirements. Any previous evaluation may no longer be valid. Once all official transcripts have been received and evaluated, the student will be sent an updated evaluation report by e-mail.

### Applicant Information

Name: <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr.			Date:		
S.S.#		Date of Birth:		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Address:					
City		State:		Zip:	
Country:					
CSU Student ID:			Email:		
Home Phone:		Work Phone:		Best Contact Time:	
Present Employer:			Position:		
City:		State:		Zip:	
Ethnic Affiliation: <input type="checkbox"/> White/Non-Hispanic <input type="checkbox"/> Black/Non-Hispanic <input type="checkbox"/> American Indian <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Other					

### Degree Program for which you are making application:

- Non Degree Seeking/Transient
- A.A. in General Studies
- A.A.S. in \_\_\_\_\_
- B.S. \_\_\_\_\_
- (The degree program you are interested in pursuing, i.e. *Business Administration*)
- M.B.A \_\_\_\_\_
- M.S. \_\_\_\_\_
- D.B.A. \_\_\_\_\_
- Certificate \_\_\_\_\_

If you desire to utilize financial aid, please review the financial aid requirements on the website.

### I will be utilizing the following types of benefits:

- Self Pay  Federal Financial Aid  VA/GI Bill Reimbursement  Military TA  MyCAA
- Learning Partner Discount  GAE



# COLUMBIA SOUTHERN UNIVERSITY

## Academic Transcripts Requested

Please list below additional college transcripts you would like to submit for evaluation purposes. In the box below, please indicate which schools will be sending us official transcripts. Once we receive these transcripts we will complete our evaluation.

University/College name	Your name as it will appear on transcript

## Professional License, Certifications, and Training Programs

Name of Certificate, License, or Training Program	Date Completed	Documentation Attached (Yes/No)

## Application Fee

This application must be submitted with a nonrefundable application fee. For verification purposes when using a credit card, please include your billing address below.

Application Fee:  \$0.00 Domestic  
Optional:  \$25.00 Priority Evaluation (48hrs)

Method of Payment  VISA/MC  AMEX  DISCOVER  CHECK ENCLOSED  MONEY ORDER

Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

I certify that to the best of my knowledge the information provided in this application is accurate and complete. I understand that if this information or any other information upon which my admission is based is found to be inaccurate or incomplete, the school may rescind my degree. If I am admitted and enroll at Columbia Southern University, I agree to abide by the rules and regulations of the University as contained in the Student Handbook. I acknowledge that all official transcripts that I submit to the school will become the property of the University and will not be forwarded to another institution or returned to me. I certify that I am 18 years of age or older or certify that I am the parent or legal guardian of the student enrolling in courses at CSU.

\_\_\_\_\_  
Applicant/Legal Guardian Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date



# COLUMBIA SOUTHERN UNIVERSITY

## Transcript Request Service Form

CSU will request official transcripts from the public high schools, colleges and universities you previously attended. Graduation Equivalency Diploma (GED) official score reports/transcripts can also be requested.

**Please Note:** Some institutions may require the student to obtain transcripts directly. If this is the case, we will notify you via the email you provided below. \*\*CSU cannot order copies of: Military Transcripts, CLEP Scores, or International Transcripts.

Student Information			
<b>Name:</b>	<b>First:</b>	<b>MI:</b>	<b>Last:</b>
<b>Address Line 1:</b>			
	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Email:</b>			
<b>Day Phone:</b>			
Institutions Attended			
Please list the name of the institution of transcripts to be ordered by CSU in the space below.			
Institution Name (Please do not abbreviate)	City and State	Dates of Attendance	Requested
			<input type="checkbox"/> CSU
			<input type="checkbox"/> CSU
			<input type="checkbox"/> CSU
			<input type="checkbox"/> CSU
			<input type="checkbox"/> CSU
<b>Student's Signature:</b>			<b>Date:</b>



# COLUMBIA SOUTHERN UNIVERSITY

## Request for Official Transcript

**Records Office:**

Please mail one official transcript along with a copy of this form to:

Columbia Southern University  
Attn: Transcript Records Office  
P.O. Box 3110  
Orange Beach, AL 36561-3110

### Student Information

Name	First:	MI:	Last:
Previous Name(s)			
Address Line 1			
Address Line 2			
	City:	State:	Zip:
Social Security # *			Birth Date:
E-Mail			Day Phone:

\* Social Security Number is required to assist institution in locating the proper student's transcript.

### Transcript Release Authorization

By signing this form, I am authorizing you to send my official transcript to Columbia Southern University. I am also authorizing Columbia Southern to mail/fax this Transcript Request Form to you and pay the transcript fee on my behalf.

Student's Signature:		Date:	
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Revised 7/29/11

Please contact the Transcript Records Office at CSU if you are unable to process this request.

Columbia Southern University  
251.981.3771 or 800.977.8449, extension 6521  
Email: [transcripts@columbiasouthern.edu](mailto:transcripts@columbiasouthern.edu)