



Notification of Intent to Re-Enroll for OSU Undergraduate and Graduate Students on Military Leave of Absence

This notification should be used by OSU students who are on a Military Leave of Absence (MLOA) and who are ready to re-enroll. Undergraduates should submit this form at least two weeks prior to the intended term of enrollment. Graduate students should submit it at least two months prior to the intended term of enrollment. Upon receipt of a completed notification form, your college will assist in reopening your matriculation to reflect your last degree program. If you wish to declare changes to your degree, major, and or minor, please contact your academic advising office.

1. NAME: _____ Student ID: _____

2. Are you currently still serving on active duty status? _____ Yes _____ No

If Yes, attach a copy of your current active duty orders (if you haven't already provided your current orders to us)

If No, attach a copy of your discharge orders.

3. I intend to re-enroll at Oklahoma State University in: ___ Fall ___ Spring ___ Summer Year _____

4. Permanent Address : _____ City _____ State: ___ Zip: _____

Phone: _____ Email: _____

IMPORTANT: Please ensure that the email address provided here is a private and reliable address to which you will have access. OSU communicates essential registration information to this email account.

5. Have you taken, are you currently enrolled in, or do you plan to take college-level coursework before returning to Oklahoma State University? _____ Yes _____ No

List the following information about each school you've attended (or will attend) since leaving OSU:

College/University	City and State	Dates of Attendance	Number of Credit Hours

6. Have you ever been suspended or expelled from any college or university as a result of a non-academic issue?
_____ Yes _____ No

7. Do any of the following statements apply to you? _____ Yes _____ No

- I have a pending felony charge(s).
- I have been convicted, plead guilty, plead no contest, or accepted a deferred judgment to a criminal felony charge(s).
- I am required to register my name and home address with a local or state law enforcement agency.

I understand that the information submitted on this form will be used by officials at Oklahoma State University to facilitate my re-enrollment in courses at the university. I certify that the information on this form is complete and correct. I understand that submitting false information is grounds for cancellation of my enrollment and/or other appropriate disciplinary action.

Student Signature (Required) _____ Date _____

Students: Do not write below this line

Student's academic program at time of MLOA Request:

Primary/Secondary	College	Degree	Major	Option	Catalog year	Minor
Primary Program						
Secondary Program						

If any changes are required due to a suspended or deleted program or as requested by the student, forward to college for review. If changes are required, appropriate documentation to revise an academic program must be received from the college.

Office of the Registrar's Use Only

Date Originally Received in Registrar's Office: _____ Date Sent to College (if applicable): _____

Documentation Received (one required): Orders _____ Discharge Papers _____

Date sent to Graduate College (grad students): _____ (Graduate College will return to Registrar's Office)

Date sent to UG Admissions (Q2-discharge, 5, 6, or 7): _____ (UG Adm will return to Registrar's Office)

Residency Code: _____ Special Program Code (Honors/Study Abroad/TCH): _____ Diploma App Term: _____

Date Returned from College (if applicable): _____ Final Processing by: _____ Date: _____