

# Change of Semester Form



Office of Recruitment and Admissions

This form must be submitted if:

1. Your application is complete, and you would like to be considered for admission in a future semester, or
2. Your application is incomplete, but you plan to complete it and would like to be considered for admission in a future semester. (**All missing documents needed to complete your admission file must accompany this form**)

**Note: Each fall semester begins a new academic year. If you applied for admission in a previous academic year, you must submit a new application and \$50.00 application fee. Do NOT use this form if you were previously denied admission to Clayton State University.**

Deadlines for Application Updates:	
Fall Semester	July 15
Spring Semester	November 15
Summer Semester	April 15

*\*If the deadline falls on a weekend or university holiday, applications will be considered through the workday following the deadline.*

Laker ID (if applicable): \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Former Name(s): \_\_\_\_\_  
Last First Middle

Please check here if this a new address

Address: \_\_\_\_\_  
Street Apt. # (if applicable) City State Zip

Telephone: (     ) \_\_\_\_\_ e-mail: \_\_\_\_\_

**Semester you are CURRENTLY applying for:** Fall 20\_\_ Spring 20\_\_ Summer 20\_\_

Have you attended or do you plan to attend any school(s) since you last applied to Clayton State?  Yes  No

If yes, please list **every** college/university you have attended. Failure to identify institutions attended is cause for denial or dismissal. Please request official transcripts be sent to Clayton State University from **each** school listed.

Name of School	Attendance Dates	Last Semester	Total Hours Completed to Date

*Please continue on back page*

Expected Major/Degree Program: \_\_\_\_\_

Online (**Online Degrees ONLY**)

Have you ever been in disciplinary difficulty in college?  Yes (If yes, attach explanation)  No

Have you ever been convicted of a crime?  Yes (If yes, attach explanation)  No

Citizenship Status:  US Citizen  Nonimmigrant Alien (Visa Type) \_\_\_\_\_

Permanent Resident Alien  Other \_\_\_\_\_

I wish to be considered a Georgia resident for tuition and fee payment purposes.  Yes  No

*For the purpose of establishing Georgia residence for tuition and fee payment, your legal residence is your permanent home. Not only must you live in Georgia, but you must intend to remain indefinitely. The durational requirement for Georgia residence under the Board of Regents' regulation is 12 months before the semester for which you intend to enroll. If you entered Georgia to attend an educational institution, the time enrolled will not be considered. If you entered Georgia through transfer by an employer, the durational requirement may not apply. If you have any questions, please call (678) 466-4115 or e-mail [csu-info@clayton.edu](mailto:csu-info@clayton.edu).*

**VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES AND GEORGIA:** In accordance with Board of Regents Policy 4.3.4, all applicants who are accepted for admission or readmission to Clayton State University for Fall 2011 or any academic semester thereafter, and who seek to be classified as in-state for tuition purposes, will be required to provide validation of residency and lawful presence in both the State Of Georgia and the United States. Acceptance to Clayton State University is conditional until lawful presence is verified. To find more information about this policy, as well as a list of documents that prove lawful presence, go to <http://admissions.clayton.edu/lawful.htm>.

*Except as indicated on this form, there has been no change in the information I submitted on my previous application. All information submitted is true to the best of my knowledge.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form** to the Office of Recruitment and Admissions, Clayton State University, 2000 Clayton State Boulevard, Morrow, GA 30260 or email to [christinahung@clayton.edu](mailto:christinahung@clayton.edu).

**For Office Use Only:**

Updated: \_\_\_\_\_ Signed: \_\_\_\_\_

Comments: \_\_\_\_\_

05/2016