



ATS Institute of Technology  
25 E. Washington St., Suite 200, Chicago, IL 60602  
Tel. (312) 300-0980 Fax (312) 419-7421

### ***Re-Admission Step-by-Step Guidelines***

1. Contact the Admissions Office to apply for readmission  
Amy Biganski  
[abieganski@atsinstitute.edu](mailto:abieganski@atsinstitute.edu)  
312-214-2000
2. Verify that you will meet the requirements for maximum timeframe as stated in the Standards of Satisfactory Academic Progress (SAP) policy.
3. Contact the Bursar Office to verify that you met your financial obligation.  
Dalia Kilyan  
[dkilyan@atsinstitute.edu](mailto:dkilyan@atsinstitute.edu)  
312-300-0980 ext. 2195
4. Complete the following paperwork, and submit to the Admissions Department by the deadline (30 days prior to start date):
  - a. Readmission Student Statement  
Within the letter a developed action plan for success consisting of:
    1. Description of the reason(s) leaving the program
    2. Analysis of factors that led to this outcome
    3. Goals to be accomplished during your remaining time at school
    4. Plan of action to meet your goal(s); be specific.  
<https://forms.gle/hDFKnPPFEsFmfpd9>.
  - a. Two (2) ATS Institute of Technology Faculty who have taught the student in class or clinical completed on the Faculty Reference form <https://forms.gle/rBN5BfMgdyFXb3F2A>
    1. If your previous instructors no longer teach at ATS, you may substitute with an additional professional recommendation.
  - b. One (1) additional professional recommendation, sent directly to admissions.
5. Schedule and take any required exams. See below
6. Complete FAFSA, and meet with the Financial Aid office to review your financial aid requirements. All requirements must be completed prior to the deadline.
7. Complete a new (no older than 30 days) criminal background check and drug screen (if you have not been enrolled at ATS Institute of Technology for one or more semesters).
8. Update and submit clinical documentation.
9. After completing all of the above documentation you will receive an email from Admission to inform you if your readmission is accepted.
10. If your readmissions is accepted you must meet all student requirements, including but not limited to: Valid State ID (IL or IN), Proof of High School Education completion, computer requirements, Admissions Orientation, Technology Orientation.

### **Required exams to continue the readmission process**

1. Students who passed developmental classes, but never took TEAS or students who were admitted before Fall 2016, must take and pass TEAS with a 45% composite score. Only one attempt allowed.
2. If you were out of school for one term or longer, you will be provided with the date and time to complete the following.
  - a. If previously passed nursing courses complete the following
    - i. Take and pass a nursing skills laboratory validation examination
    - ii. Take and pass comprehensive standardized examinations to validate their knowledge of the material covered in previously taken nursing courses.

Readmission into ATS Institute of Technology will be dependent on the clinical space available to accommodate additional students. If the number of applicants exceeds available space, the decision will be based on the student's GPA and academic history of coursework previously taken at ATS Institute of Technology, and applicants may be deferred to a subsequent semester.