Office Use Only

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| SSC |  |  | Screened by: | Date: |
| CAO PTS |  |  | 2nd Screen by: | Date |
| Student PTS |  |  | Additional Comments: | |



Application for Readmission

This form is for use by Undergraduate and Taught Postgraduate students only.   
Research Postgraduate students should complete Recommencement Form.

Part 1: To be completed in BLOCK CAPITALS by applicant

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| Name: | Student ID Number: |
| Address: | Tel: |
| Former Course: | |
| Course you are re-admitting to: | |
| Electives for commencing semester: | |
| Reason(s) for terminating studies: | |
| Details of employment / other activity since terminating studies.  Please supply employer reference(s) and/or other supporting documentation, if relevant. | |
| State the Year and Semester to which readmission is requested:   * Year (e.g. Year 3): * Semester: | |
| Please tick relevant degree:  Undergraduate  Taught Postgraduate |  |
| Statement in support of readmission  The Student Counsellor or your former Advisor may be able to assist you and you may continue on a separate sheet if necessary. | |
| Student Signature: | Date: |

Please submit completed form to the Academic Registry through [Student Hub Online](https://ul.topdesk.net/).

A student can only apply for readmission to a course provided they were current for one set of exams. If a student is told to repeat a year / semester in one academic year and does not repeat in that period, they must apply for readmission. You are normally required to attend a [Student Status Committee](https://www.ul.ie/academic-registry/current-students/results-progression/student-status-committee) meeting to discuss your application.

To be completed by Course Leader

Please consider the implications of any course changes that may have occurred while the student was on leave, and which may affect the student’s registration going forward.

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| --- |
| Change in Programme Outline since student was last current:  Yes  No |
| If Yes, please outline what is now required of the student and modules to be registered and if a deviation from ARPC approved course outline is necessary.  Please use additional sheet if necessary. |

Part 2: To be completed by the Student Status Committee

Please note:

* Readmission to First Year should be considered in light of Admissions Policy.
* If granting the readmission to years other than Year 1 Autumn please consider the implications of any course changes that may have occurred while the student was on out of college, and which may affect the student’s registration going forward.

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| Change in Programme Outline since student was last current:  Yes  No | |
| If Yes, please outline what is now required of the student and modules to be registered and if a deviation from ARPC approved course outline is necessary.  Please use additional sheet if necessary. | |
| If readmission is recommended please complete all requested details below:   1. Academic Year of Study on re-entry: 2. Commence in Year / Semester (E.g. Year 2, Semester 1): 3. Course: 4. QCA on re-entry: 5. Has the student been Student Vetted in accordance with UL Vetting Procedures?   Yes  No  N/A | |
| Chairman’s Signature: | Date: |