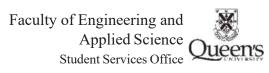
Application for Readmission/Resumption of Studies



Deadline: July 15th for Fall admission

Please print NEATLY. Please ensure that ALL sections of the form are completed.

	Personal information collected on this form is collected under the authority of the Royal Charter of 1841, as amended. The information collected on this form may be retained in the student's file, will be used to process this request, and will be shared with Queen's personnel who need the information to perform their duties. If you have any questions about the information collected or how it will be used, please contact the Freedom of Information and Protection of Privacy Coordinator, Faculty of Engineering and Applied Science, Beamish-Munro Hall, Rm 300, or phone 613-533-2055.				
	Surname:	Given Name:		Student Number:	
ion	Phone Number:	Previous Program and Y	Year of Study:	Last Date of Registration:	
Personal Information	Current Mailing Address: Po		Permanent Mailin	ng Address (if different from Current Address):	
	Email Address:	Signature:		Date:	
	TO BE COMPLETED BY STUDEN	ED TO WITHDRAW			
	Step 1: You MUST provide a letter outlining the:				
ion	Letter as requested in Step 1 has been provided with this application. Please ensure that you include your full name and student number in your letter.				
Supporting Documentation	Step 2: You MUST provide evidence to confirm the statements outlined in the above letter (Step 1). For example: • If problems were of a medical nature, then medical documentation should be produced to substantiate this. Additional medical documentation should confirm that the problem has been alleviated to an extent that it will no longer significantly affect academic performance. • If problems were non-medical in nature, then evidence to support a case for future success may include completion of course at other institutions, references from employers, etc.				
<u>2</u>	Please provide below a brief description of the supporting documentation you will be providing in support of your case.				

PLEASE CONTINUE TO PAGE TWO

	TO BE COMPLETED BY ALL OTHER STUDENTS RETURNING FROM AN EXTENDED LEAVE			
Supporting Documentation	Please provide below a brief description of the reason for your extended leave from the Faculty of Engineering and Applied Science. NOTE: Students returning from a medical leave should include supporting documentation with their request for resumption of studies.			
Supporting Documentation	Please provide official transcripts showing results for any and all postsecondary courses taken during your time away from the Faculty of Engineering and Applied Science at Queen's University.			
	An official transcript has been provided for the following postsecondary institution(s):			
	Postsecondary Institution Name:	Dates of Study:		
	Postsecondary Institution Name:	Dates of Study:		
	Postsecondary Institution Name:	Dates of Study:		
Program Request	*Requested Program:	Requested Option:		
Progra	* Please note that due to program capacity and eligibility requirements we may not be able to accommodate your program request. Students will be contacted by email should they be deemed ineligible for their requested program			
Contact Information	Submit your Application for Readmission/Resumption of Studies and supporting documentation to: Faculty of Engineering and Applied Science Room 300, Beamish-Munro Hall Queen's University 45 Union Street Kingston, ON K7M 7K9 For further information about this process, please contact Lindsay Campbell at Lindsay.campbell@queensu.ca			

Last Updated: May 24, 2022