Please note that by agreeing to the terms of submission on the form, you acknowledge that the provision of false information will be considered a departure from academic integrity and will be investigated accordingly.

Students who were away from Queen’s on a Letter of Permission or participating in an exchange or internship program do not need to complete this form and may resume their registration through SOLUS.

ALL other students who have been away from Queen’s for the preceding one or more Fall and/or Winter Terms and wish to return to studies must complete and sign this form, with the following exceptions:

- Students in good academic standing who transferred to a degree program at another post-secondary institution (other than a graduate program) and wish to return to Queen’s University;
- Students who graduated from a two- or three-year diploma program at another post-secondary institution;
- Students in good academic standing who, without a Letter of Permission, have completed more than the equivalent of 18.0 Queen’s units (including failures) at another post-secondary institution.

Students noted above must apply for readmission as external applicants. Application procedures may be found on the Office of the University Registrar, Undergraduate Admission website. Either fax the completed form to 613-533-2467, or scan and email it to asc.registration@queensu.ca. The completed form may also be returned to the Faculty of Arts and Science, Student Services Office, first floor of Dunning Hall.

Student Number: _______________________ Name: ______________________________________

Phone number: _________________________ Email address: __________________________________

Requested Degree Program Plan and/or Certificate: _________________________________
(e.g. ENGL-M-BAH; CHEM-G-BSC, MDIA-C-MDA)

(NOTE: Due to program capacity and eligibility requirements we may not be able to accommodate your program and/or certificate request. Students will be contacted by email should they be deemed ineligible for their requested program.)

Please indicate when you plan to resume your studies at Queen’s (term/year): ________________

PLEASE ONLY SIGN ONE BOX BELOW:

A. Students who did not attend another post-secondary institution while away from Queen’s University must sign the declaration below:

I certify that I have NOT attended another post-secondary institution since leaving Queen’s University.

Signature: ___________________________ Date: ________________
B. Students who, since leaving Queen’s University, attended only a graduate program at another post-secondary institution must sign the declaration below:

I certify that, since leaving Queen’s University, I have attended only a graduate program at another post-secondary institution.

Signature: __________________________________ Date: ______________________

C. Students who attended another post-secondary institution while on probation and/or under a Requirement to Withdraw must sign the declaration below:

I understand that I will not receive transfer credit(s) for courses taken at another post-secondary institution while I was on academic probation and/or under a Requirement to Withdraw.

Signature: __________________________________ Date: ______________________

(NOTE: Students who are returning after a Requirement to Withdraw for three years must first appeal to the Associate Dean (Studies) to have the Requirement to Withdraw waived before completing this form.)

D. Students in good academic standing who, without a Letter of Permission, were registered in, but did not complete, a two- or three-year diploma program at another post-secondary institution must sign the declaration below:

I certify that I was registered in, but did not complete, a two- or three-year diploma program at another post-secondary institution and I understand that I will not receive transfer credit(s) for courses taken.

Signature: __________________________________ Date: ______________________

E. Students in good academic standing who, without a Letter of Permission, completed the equivalent of 18.0 or fewer Queen’s units (including failures) at another post-secondary institution and who wish to have transcripts evaluated for the purpose of receiving transfer credit(s) must apply for a retroactive Letter of Permission. Information on Letters of Permission can be found on the Faculty of Arts and Science website (http://www.queensu.ca/artsci/students-at-queens/letter-of-permission).

Students making an application for a retroactive letter of permission should be aware that there is no guarantee that their credits will be transferred toward their degree program at Queen’s.

Office Use Only

Program/Plan/Certificate Updated: ____________________________________________

Program/Level (if different from program requested) Date Initials

Student Term Activated: ______________________________________________________

Date Initials

The personal information on this form is collected under the authority of the Royal Charter of 1841, as amended. The information collected will form part of your student record at Queen’s and will be shared with the Office of the University Registrar. The information will be used to determine your eligibility to return to studies in the Faculty of Arts and Science, as well as the appropriate degree program for registration purposes.

If you have any questions or concerns about the information collected or how it will be used please contact the Faculty of Arts and Science, Dunning Hall, First Floor or by telephone at 613-533-2470.