

# Application for Readmission/Resumption of Studies

Smith Engineering

Student Services Office

**Deadline:** July 15th for Fall  
December 1st for Winter admission

Submit to: [engineering.reception@queensu.ca](mailto:engineering.reception@queensu.ca)

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

	<p><b>PLEASE NOTE:</b></p> <ul style="list-style-type: none"> <li>Students who were away on a Letter of Permission, Exchange, or Internship program do not need to complete this form as they may resume their registration through SOLUS.</li> </ul>
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	<p>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, Smith Engineering, Beamish-Munro Hall, Rm 300, or phone 613-533-2055.</p>
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<b>Personal Information</b>	Surname:	Given Name:	Student Number:
	Phone Number:	Previous Program and Year of Study:	Last Date of Registration:
	Current Mailing Address:		Permanent Mailing Address (if different from Current Address):
	Email Address:	Signature:	Date:

<b>Supporting Documentation</b>	<p><b>TO BE COMPLETED BY STUDENTS RETURNING AFTER BEING REQUIRED TO WITHDRAW</b></p>
	<p><b>Step 1:</b> You MUST provide a letter outlining the:</p> <ul style="list-style-type: none"> <li>factors that you feel contributed to your poor performance; and</li> <li>steps you have taken to prevent the factors described above from having further detrimental effects on your academic performance</li> </ul>
	<p><u>Letter as requested in Step 1 has been provided with this application.</u> Please ensure that you include your full name and student number in your letter.</p>
	<p><b>Step 2:</b> You MUST provide evidence to confirm the statements outlined in the above letter (Step 1). For example:</p> <ul style="list-style-type: none"> <li>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.</li> <li><input type="checkbox"/> If problems were non-medical in nature, then evidence to support a case for future success may include completion of courses at other institutions, references from employers, etc.</li> </ul>
	<p><b>Please provide below a brief description of the supporting documentation you will be providing in support of your case.</b></p>

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<b>Supporting Documentation</b>	<b>TO BE COMPLETED BY ALL OTHER STUDENTS RETURNING FROM AN EXTENDED LEAVE</b>
	Please provide below a brief description of the reason for your extended leave from the Faculty of Engineering and Applied Science. <b>NOTE: Students returning from a medical leave should include supporting documentation with their request for resumption of studies.</b>

<b>Supporting Documentation</b>	Please provide official transcripts showing results for any and all postsecondary courses taken during your time away from Smith Engineering at Queen's University.	
	<input type="checkbox"/> An official transcript has been provided for the following postsecondary institution(s):	
	<b>Postsecondary Institution Name:</b>	<b>Dates of Study:</b>
	<b>Postsecondary Institution Name:</b>	<b>Dates of Study:</b>
	<b>Postsecondary Institution Name:</b>	<b>Dates of Study:</b>

<b>Program Request</b>	<b>*Requested Program:</b>	<b>Requested Option:</b>
	* 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	

<b>Contact Information</b>	<b>Submit your Application for Readmission/Resumption of Studies and supporting documentation to:</b>
	Smith Engineering Room 300, Beamish-Munro Hall Queen's University 45 Union Street Kingston, ON K7M 7K9  For further information about this process, please contact <a href="mailto:engineering.reception@queensu.ca">engineering.reception@queensu.ca</a>