

Guidelines for Applying for Readmission After an Absence

To resume your studies in the college after withdrawing or after being absent for one or more semesters, file an Application for Readmission with the CED Office of Undergraduate Advising in 250 Wurster Hall **by June 1 for the fall semester and November 1 for the spring semester**. Complete a Statement of Legal Residence.

Readmission instructions and forms can be found at the UCB Undergraduate Admissions website: <http://www.uga.berkeley.edu/admissions> under Online Publications.

PLEASE COMPLETE THE FOLLOWING CHECKLIST BEFORE SUBMITTING YOUR APPLICATION FOR READMISSION

- I have attached a \$60 check made out to "UC Regents." Contact the Student Life Advising Services (SLAS) if you think you may qualify for a fee waiver. You may also pay this fee at the cashier's office **before** submitting your application.
- I can complete all my degree requirements within the 8 semester limit (4 semester limit for transfer students).
- I have checked my record and have cleared all registration blocks. I have fulfilled any conditions of readmission discussed with my undergraduate adviser prior to withdrawal.
- I have not been dismissed from the University. (If you have been dismissed from the University, please consult with advising staff about how to appeal for readmission after dismissal).
- I do not have 12 or more units of outstanding Incomplete grades on my transcript. If I do have 12 or more units of Incomplete grades, I have discussed my situation with my undergraduate advisor and have received approval for readmission. I will finish the coursework and submit a "Petition to Remove an Incomplete Grade" for each class before the semester begins.
- If I have withdrawn from a fall or spring semester at the University three or more times in the past, I have discussed my situation with my undergraduate advisor(s) and have received approval for readmission.
- If I attended other institutions during my absence, I have sent an official transcript from each college to the Office of Undergraduate Admissions.
- If I left Berkeley on academic probation, I have discussed my proposed schedule for the upcoming semester with my undergraduate advisor(s) and have received approval for readmission.
- If I am a simultaneous degree student, I have met with and received signatures from both colleges.

Readmission, unlike the admissions process, is not competitive. In general, you are eligible for readmission if:

- You apply by the deadline;
- You resolve all relevant issues from the check-list above *before* submitting your application;
- You withdrew in good academic standing (readmission on academic probation requires an evaluative discussion with your undergraduate advisor before a decision will be made on your application; please take this into account when preparing for your return); and
- University Health Service (UHS) has released your registration block, if you had a medical withdrawal and were required to get UHS approval for readmission.

If you intend to receive financial aid, please consult with the Financial Aid Office before proceeding with the readmission process.

Remember, these are general guidelines for readmission applications. The college will carefully review your file and you will be contacted if necessary.