

**REQUEST FOR UNDERGRADUATE  
READMISSION OR REINSTATEMENT**

**Instructions:**

1. Read, complete, and sign this form. *Important information, including signature line, is located on the back/page 2.*
2. The \$70 non-refundable fee must be paid prior to submitting the application to the Office of the Registrar.
3. If mailing the application, payment must be attached. *Make check payable to UC Regents.*
4. Submit the completed and signed form to the Office of the Registrar.

**NOTE:**

- *Applications must be received in person or postmarked by the published deadline (see back/page 2).*
- *Applications will not be accepted or processed without payment or signature.*
- *The University reserves the right to close admissions prior to the published deadline.*

**Name** \_\_\_\_\_ **Perm** \_\_\_\_\_  
Last First Middle

**Former Name** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_  
Last First Middle

**Readmit Quarter:** **Fall** \_\_\_\_\_ **Winter** \_\_\_\_\_ **Spring** \_\_\_\_\_  
Year Year Year

**Current College:**     Creative Studies     Engineering     Letters and Science

**Request Change of College To:**    Creative Studies     Engineering     Letters and Science

*\* If applicable, a completed and signed Change of Major Petition must be attached to this application.*

**Official Transcripts**

For transfer work to be applied to a student's record, official transcripts must be received before the degree is awarded. Transcripts received after the degree is awarded will not be evaluated and credit will not be issued.

**Local Mailing Address**

Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (    ) \_\_\_\_\_ Email\* \_\_\_\_\_

*\* If you had a U-mail account at UCSB within the past 13 months, please list this as your email. Otherwise provide an alternative email. Please update all contact information on your GOLD account, including your billing address should it differ from the address listed above. You will receive an email confirmation of your readmission as well as important registration instructions.*

\*\*\*\*\* APPLICATION CONTINUES ON SECOND PAGE \*\*\*\*\*

<b>Office Of the Registrar &amp; College Use Only:</b>		<b>Class Code – 0110</b>
<b>Quarter/Year</b> _____	<b>Processed By</b> _____	<b>Date</b> _____
<input type="checkbox"/> Readmit Approved <input type="checkbox"/> Reinstatement <input type="checkbox"/> Excess Units <input type="checkbox"/> COE Review		
<b>Fee Determination –</b> <input type="checkbox"/> EOP/Pell Grant/ Dream Scholar <input type="checkbox"/> Previous QTR W/D <input type="checkbox"/> BARC		
<b>Date to College:</b> L&S _____	ENGR _____	CCS _____
<b>LATE APPROVAL</b> _____		
<b>Approving College Signature</b>		<b>Date</b>
<b>Comments :</b> _____		



# Readmission/Reinstatement Information and Instructions

## Application Deadlines:

Application filing periods open the calendar year prior to the quarter in which readmission/reinstatement is sought. It is highly recommended that applicants begin the process early. Deadlines will be enforced. The University reserves the right to close admission prior to the published deadlines. Quarter specific deadline dates are listed in the *Schedule of Classes*.

Fall	Opens – November 1	Closes – 2 <sup>nd</sup> Monday in August
Winter	July 1	2 <sup>nd</sup> Monday in November
Spring	October 1	2 <sup>nd</sup> Monday in February

## Definitions:

**Readmission** – For students who left the university in good academic standing and who wish to register for classes after an absence, a complete withdrawal, cancellation or lapse of registration.

**Reinstatement** – For students who wish to seek enrollment after leaving the university while on one of the following must first be reinstated by their college dean.

- Reinstatement-probation
- Subject to academic disqualification
- Academic disqualification
- Dismissed by Dean's Action
- Excess Units
- Proposed Schedule of Graduation
- Change of College

## Important Information for Students Seeking Readmission:

Students must meet with their College Academic Advisor to discuss options and the best route for graduation.

- 1) To be eligible for readmission, a student must have established an academic record with the University. Newly admitted undergraduate students who cancel prior to the quarter of admission will not be eligible for readmission. Such students must reapply to the University through the regular undergraduate admission process adhering to Admissions processing deadlines. For further information contact the Office of Admissions.
- 2) Students seeking readmission to the College of Engineering must meet with a College Advisor prior to submitting the application.
- 3) If you are in the College of Letters and Science and have earned 135 units or more, or on an approved PSG program prior to leaving UCSB, the Dean of Undergraduate Studies must approve your readmission. In some cases, a Proposed Schedule for Graduation will be required prior to a decision.
- 4) For transfer work to be applied to a student's record, official transcripts must be received before the degree is awarded. Transcripts received after the degree is awarded will not be evaluated and credit will not be awarded.
- 5) Students who have been absent for three consecutive quarters or more are considered nonresidents and assessed out of state fees until a new Statement of Legal Residence (SLR) is submitted and California residency thereafter is approved.
- 6) Once an application has been reviewed and approved, applicants will receive notification via GOLD. Colleges will send notification via U-mail or the e-mail provided on the application.  
Once registration pass times have been assigned, notifications will be sent via GOLD.
- 7) Due to enrollment limitations, there is no guarantee of approval for readmission as admission may be closed earlier than the published deadline date.

## Important Steps Required for Students Seeking Reinstatement:

Students must meet with their College Academic Advisor to discuss options and the best route for graduation.

- 1) Students in the **College of Letters & Science** are required to submit an Appeal for Reinstatement Questionnaire form to the College Advising Office or attached to the application. The Appeal for Reinstatement Questionnaire form is available at [www.duels.ucsb.edu/appealform](http://www.duels.ucsb.edu/appealform).
  - 2) Students in the **Colleges of Creative Studies** must include a letter to the attention of the dean with the application addressing the following Information. **Appeals for reinstatement will not be accepted without this letter.**
    - 1) Your analysis of the factors that interfered with your academic success during your last enrollment period at UCSB.
    - 2) A description of the steps you have taken to overcome the obstacles to academic success.
    - 3) Details of your studies undertaken during your absence. Where did you enroll? What courses were completed and the grades received?
    - 4) A statement of your academic plans for the future, including choice of major and the type of program you plan to attempt during your first quarter back at UCSB.
- Follow all the appropriate steps listed above in **Important Information for Students Seeking Readmission**.

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If the University rescinds your readmission/reinstatement after registration is completed, you will be dropped from all courses, which may entitle you to a refund according to the refund policy.

\* \* \* **SIGNATURE REQUIRED** \* \* \*

By signing, I certify that all the information provided and all supporting documentation submitted is complete and accurate. I have read and understand the terms of my readmission/reinstatement. I further understand that the University of California has the right to close admission without notice and the right to deny or cancel my readmission/reinstatement if any information is found to be incomplete or inaccurate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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