

## Reinstatement Request Form

### Instructions

1. Complete and save this form to your computer. Digital signatures are accepted.
2. Log in to your Mosaic Student Centre. Select '**other academics**' and choose **Service Requests** from the dropdown menu, then '**Create New Request**'.
3. Pay the \$100 non-refundable reinstatement application fee to your McMaster student account. Your account will be charged accordingly.
4. Attach this form and any supporting documents to your service request.
5. Return to the Service Request page to monitor updates.

### Reinstatement Eligibility

- Must be a student whose last academic review determined they “may not continue at the university” or were “required to withdraw”.
  - Former McMaster students who were in good standing when they last attended and who have attended a university since their last attendance must complete an application for admission to an Ontario university (105D) for full-time studies available at [www.ouac.on.ca/105](http://www.ouac.on.ca/105).
  - Former McMaster students who voluntarily withdrew from the university more than 5 years ago or returning students who wish to pursue a second undergraduate degree must complete the McMaster University Returning Student Application Form.

### Required Documentation

Please submit a letter outlining the following along with your applications:

- Reasons for requesting reinstatement at this time.
- Reasons for previous unsatisfactory academic performance, including any documentation attesting to extenuating circumstances which led to your ineligibility to continue your studies.
- Letters of reference may be submitted but are not required.
- Why you would expect to succeed in the program if reinstatement is granted (including documentation of what has been done to correct the previous problems/barriers).
- Activities since you were last registered at the university, including all academic work and transcript of grades received.

### Submission Deadlines

Fall/Winter session	September entry – June 30
Spring/Summer session	May entry – April 1; June entry – May 15
Nursing	February 1

**Please note, the Faculty of Science does not consider requests for reinstatement for the Spring/Summer session.**

Student Information	
Student Name	Student ID Number
Email	Telephone Number

Address	
City	Province
Country	Postal code

Program Information – Please refer to Mosaic for Program/Plan. You may apply to only Faculty per application.					
Program	Plan	Level	Degree	Full or Part time	Expected enrolment

Please provide the following information if, since leaving McMaster, you have been registered at a College of Applied Arts and Technology or a Community College and not received a diploma (official documentation must be sent to McMaster University).

Dates attended (From – To)	College name and location	Academic Years Completed	Program of study

By signing below, I certify that all of the above statements are correct and complete, and that any misrepresentation of these data may result in the cancellation of my admission and/or registration status.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**FIPPA Notice**

*The information gathered on this form is collected under the authority of the McMaster University Act, 1976. The information is used for the academic, administrative, financial and statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and is being collected under section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the University Registrar, University Hall, Room 209, McMaster University.*