



## RE-ENROLLING AT UofT SCARBOROUGH

- Students previously registered here, who wish to return after suspension or an absence of three or more consecutive sessions (at least 12 months) must submit a Re-enrolment Application form to the Registrar's Office.
- Students that have studied elsewhere during their absence, should re-enroll before the final deadline since official transcripts are required from other institutions.
- Some things may have changed since you were last here; visit our What's New at UofT Scarborough? website at [www.utsc.utoronto.ca/registrar/whatsnew.html](http://www.utsc.utoronto.ca/registrar/whatsnew.html)
- Students returning on Academic probation should visit the probation website at [www.utsc.utoronto.ca/registrar/probation.htm](http://www.utsc.utoronto.ca/registrar/probation.htm)

### INFORMATION FOR STUDENTS WHO ATTENDED OTHER POST SECONDARY INSTITUTIONS

If you attended other post-secondary institutions since you last attended here, then you will be required to arrange for official transcripts to be sent to us. The application form has room for you to list up to two institutions. If you attended more than two institutions, please give details on a separate piece of paper and attach it to the re-enrolment application.

## CONTACT INFORMATION

University of Toronto - Office of the Registrar  
Room AA142, 1265 Military Trail  
Toronto, Ontario  
M1C 1A4

Got a question? Try AskUTSC at [www.utsc.utoronto.ca/askutsc](http://www.utsc.utoronto.ca/askutsc)

Website - [www.utsc.utoronto.ca/registrar](http://www.utsc.utoronto.ca/registrar)

Telephone - (416) 287-7001 Fax - (416) 287-7528

## PAYMENT:

**A \$ 24.00 non-refundable fee is required with this form. This form cannot be processed without the required payment.**

**Methods of payment: Cash, Certified Cheque, Debit, Mastercard, Visa**

## DEADLINES:

Enrolment in most courses is on a first-come, first-served basis. In order to have the forms processed in time to take advantage of the wider availability of courses early in the "course selection period", students are strongly advised to apply to re-enrol by:

**Late March** for the Summer Session; **Mid-June** for the Fall Session; **Mid-June** for the Winter Session  
**Applications to re-enrol will not be considered if received after classes begin for the session.**

The University of Toronto respects your privacy. The information on this form is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admission, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to [www.utoronto.ca/privacy](http://www.utoronto.ca/privacy) or contact the University's Freedom of Information and Protection of Privacy Office at 416 946-5385, Room 201, McMurrich Bldg., 12 Queen's Park Crescent, Toronto, ON, M5S 1A8.



<b>Surname:</b>	<b>Given Names:</b>	<b>Former Name (if applicable):</b> (complete Name Change form if names have changed since last registration)
<b>Student No.:</b>		<b>Date of Birth:</b> (Year/Month/Day)
<b>Gender:</b> Male Female	<b>Marital Status:</b>	Miss Ms Mr Mrs Other: _____

MAILING ADDRESS:		PERMANENT ADDRESS:	
Street:	Apt:	Street:	Apt:
City:		City:	
Province:		Province:	
Country:		Country:	
Postal Code:	Phone:	Postal Code:	Phone:
Email Address:			

**STATUS IN CANADA: (note: if your status in Canada has changed since your last registration you must provide documentation)**

Canadian Citizen Permanent Resident Visa Other \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Date of Entry: \_\_\_\_\_

**ENROLMENT INFORMATION:**

Session in which you wish to enrol: Summer Fall Winter Year: \_\_\_\_\_

Status Requested: Degree Special (non-degree) Visiting Student Certificate/Business

Have you attended other post-secondary institutions, since you last registered at here? NO Skip to declaration YES indicate next

Name of other institution attended	Was a degree conferred? Yes No	Dates attended (from / to):	Were you issued a Letter of Permission to attend? Yes No
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*Note that your academic performance at other post-secondary institutions may affect your standing and that you may not enrol in courses that duplicate previous studies. If you have studied elsewhere you will be informed by letter of any change in standing. If you are seeking transfer credit for university studies and did not have a Letter of Permission, apply separately on a "Request for Transfer Credit" form.*

**DECLARATION – Read Carefully and Sign**

I, hereby, declare that the above information is correct and complete and that I am aware sanctions may be applied for a false declaration. I understand that it is my responsibility to ensure that, if required, an official transcript is sent directly from any post-secondary institution which I have attended since my last registration at UofT at Scarborough. The transcript should be sent to: Assistant Registrar – Admissions, University of Toronto Scarborough, 1265 Military Trail, Toronto, ON, M1C 1A4 by the deadline indicated below and that failure to do so will result in the withdrawal of permission to register.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PAYMENT INFORMATION (\$ 24 Non-refundable fee)**

Credit Card Type _____	Expiry Date _____
Credit Card Number _____	Signature _____

**CONFIRMATION OF RE-ENROLMENT (office use only)**

ELIGIBILITY TO REGISTER:	ACADEMIC STANDING AT UTSC:
<input type="checkbox"/> You are eligible to register	<input type="checkbox"/> You are in good academic standing
<input type="checkbox"/> You are eligible to register on condition official transcripts from _____ are received by _____ and your performance elsewhere meets admission standards of University of Toronto Scarborough.	<input type="checkbox"/> You are on academic probation. <ul style="list-style-type: none"> <li>You are not permitted to take more than 2.0 credits (4 half credit courses) in a session until such time as your cumulative or sessional GPA is raised to at least 1.60.</li> <li>You are required to meet with an Advisor at least once to discuss what led to your probation and to plan strategies to improve academic performance. See list of Advisors in the Registration Guide.</li> </ul>
<input type="checkbox"/> You are not eligible to register because: <ul style="list-style-type: none"> <li><input type="checkbox"/> you have outstanding debts to the University.</li> <li><input type="checkbox"/> your status indicates you are still on academic suspension.</li> <li><input type="checkbox"/> you have been refused further registration at UofT Scarborough</li> </ul>	<input type="checkbox"/> You have not completed enough courses for standing to have been assessed. Any condition placed on your original admission to UTSC still applies. <input type="checkbox"/> You are restricted to part-time studies until the conditions of your original admission to UofT Scarborough are met.