

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, submit an Application for Readmission with the CED Office of Undergraduate Advising **by June 1 for the fall semester and November 1 for the spring semester**. It is strongly recommended that you apply for readmission as soon as you know when you'll return, and well in advance of these deadlines, to secure the earliest possible registration time for the next semester.

Read and submit the following mandatory items to CEDADVISING@BERKELEY.EDU for review:

1. Review and complete all relevant sections of this checklist
2. Include ALL required university forms listed on the “**Readmission**” section of Office of the Registrar website: registrar.berkeley.edu.
3. Include a completed **Major Course Requirements form**. If changing majors include Change of College/Major form for your intended major; forms are located on the CED Forms & Documents website under each major section: ced.berkeley.edu/students/undergraduate-advising/forms-documents/.
4. A personal statement, no more than 1 page, indicating how you are academically prepared to return to Berkeley

BY SUBMITTING THESE DOCUMENTS, I CONFIRM THAT:

- I have selected my payment option to the required forms, as outlined on the Readmission page of the Office of the Registrar website registrar.berkeley.edu (Contact the Educational Opportunity Program (EOP) office if you think you may qualify for a fee waiver).
- 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 advisor prior to withdrawal.
- I have not been dismissed from the University. *If you have been dismissed from the University, please consult with CED Advising 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- If I have withdrawn from a fall or spring semester at the University three or more times in the past, I have discussed my situation with CED Advising and have received approval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 Central Evaluation Unit: ceu.berkeley.edu/.
- If I left Berkeley on academic probation, I have discussed my proposed schedule for the upcoming semester with CED Advising 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 have any questions, please connect with a CED advisor at ced.berkeley.edu/students/undergraduate-advising. If you intend to receive financial aid, please consult with the [Financial Aid Office](#) before proceeding with the readmission process. If you are an international student, please consult with the [Berkeley International 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. **CED does not allow second bachelor's degrees.**