

## Application for Re-registration instructions

Complete and submit this form to the Victoria College Registrar's Office, 73 Queen's Park Cr, Toronto, ON M5S 1K7 along with a \$25 cash re-registration fee or late registration fee \$44 cash + tuition receipt and proof of Citizenship.

Use the Application for Re-registration form if:

- You have not registered in the Faculty of Arts & Science for at least 12 months; and
- Your most recent registration at the University of Toronto was in the Faculty of Arts & Science; and
- You completed at least one course (a final grade or CR/NCR) in the Faculty of Arts & Science; and
- You have paid all outstanding fees and/or cleared any financial holds on your account.

**If you graduated from the University of Toronto, Faculty of Arts & Science within the previous 12 months:** Please note that you must also use the form if you are a recent graduate of the Faculty of Arts & Science who is returning to take courses as a non-degree student, even if you were registered as a degree student in the Faculty in the previous 12 months.

Do not use the form if:

- You were previously registered in the Faculty of Arts & Science but withdrew from all courses. Withdrawal includes cancelling courses without academic penalty (the course no longer appears on your transcript) and Late Withdrawal (the course appears on your transcript with a notation of LWD or WDR). You will need to [re-apply](#) for admission to the Faculty of Arts & Science; or
- Your most recent undergraduate registration at the University of Toronto was in a division other than the Faculty of Arts & Science. Please contact the division for re-registration information or re-apply for admission to the Faculty as an [internal transfer student](#). If you were registered as an undergraduate student in the Faculty of Arts & Science and then subsequently registered in a graduate or professional program at the University of Toronto without completing your undergraduate degree, please contact your College Registrar's Office; or
- You have transferred to another university and wish to return to the Faculty of Arts & Science on a Letter of Permission. You will need to apply for admission as a [visiting student](#).

The recommended timeframe to submit an application for re-registration is a minimum of two weeks prior to course enrolment for the relevant session:

- Fall/Winter session – course enrolment begins in July
- Summer session – course enrolment begins in March

Although applications for re-registration will continue to be accepted after these dates, please note that if enrolment has already started some courses may no longer have space.

### Advising

It is recommended that you make an appointment with an advisor in your [College Registrar's Office](#) to discuss your academic plans, your degree and program requirements, and any changes in Faculty policies or procedures since your last registration.



Application for Re-registration form

\$25.00 non-refundable fee is required  
(late fee \$44 + tuition receipt)  
and proof of citizenship (see reverse)

Please complete all information below.

<b>Last Name(s)*</b>		<b>First Name(s)*</b>	
<b>Student Number</b>	<b>Date of birth (dd/mm/yy)</b>	<b>Home/Cell Phone Number</b>	
<b>University of Toronto e-mail address**</b>		<b>Are you returning from a suspension?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Legal status in Canada*</b>			
<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Post-Secondary Study Permit <input type="checkbox"/> Other			
<b>When were you last registered in the Faculty of Arts &amp; Science?</b>			
<b>Year:</b> <input type="checkbox"/> Fall term <input type="checkbox"/> Winter term <input type="checkbox"/> Summer session			
<b>Were you registered at another undergraduate division at the University of Toronto while you were away from the Faculty of Arts &amp; Science?</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Have you already graduated from the University of Toronto, Faculty of Arts &amp; Science?</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>If yes, was the degree a three-year degree?</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Did you attend a college or university while away from the Faculty of Arts &amp; Science?</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>If yes, you must also apply for a <a href="#">post-admission transfer credit assessment</a> for the courses that you completed. Please review the <a href="#">eligibility criteria</a> for requesting post-admission transfer credit.</i>			
<b>When do you wish to begin taking courses?</b>			
<b>Year:</b> <input type="checkbox"/> Fall term <input type="checkbox"/> Winter term <input type="checkbox"/> Summer session			

\*In addition to submitting the Application for Re-registration form and payment, you must also submit proof of your legal status in Canada. Please see the [TCard website](#) for acceptable documentation. If your name or legal status has changed since you were last registered, please consult with your College Registrar’s Office prior to submitting this form.

\*\* If your University of Toronto e-mail address is not active, please consult with your College Registrar’s Office.

Please ensure that your mailing address is correct on [ACORN](#). If any of your contact information needs to be updated, you can do so on ACORN.

I certify that all information provided on this form is correct and complete.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government. In addition, the Ministry of Training, Colleges, and Universities has asked that we notify you of the following: The University of Toronto is required to disclose personal information such as Ontario Education Numbers, student characteristics and educational outcomes to the Minister of Training, Colleges and Universities under s. 15 of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M.19, as amended. The ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions and to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the ministry for purposes that relate to post-secondary education and training. Further information on how the Minister of Training, Colleges and Universities uses this personal information is available on the ministry’s website. 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 Freedom of Information and Protection of Privacy Coordinator at McMurrich Building, room 104, 12 Queen’s Park Crescent West, Toronto, ON, M5S 1A8.*