

To: Students Reapplying for Readmission to the University of Notre Dame

The University has informed the University Counseling Center of your interest in readmission. We have been asked to assist in determining whether or not you are ready to resume academic work. Some students return to the University before they are sufficiently recovered from their emotional upsets, and thereby compound their difficulties. We hope that we can help you avoid this misfortune. The following procedure will be used to make our recommendation to those involved in your readmission decision.

**It is your responsibility to ensure that the UCC receives all necessary documents by the deadline date. Readmission recommendations cannot be made without all of the required information, and late entries will not be considered.**

1. Please ask the therapist(s) you have seen/are currently seeing since your separation from the University to complete the “Treatment Provider Readmission Questionnaire”, found on the UCC website, <http://ucc.nd.edu/readmission/>. Please ask the therapist to attach a brief statement of recommendation for readmission on his/her letterhead.
2. Please respond in writing to the questions on the Student Readmission Questionnaire found on the UCC website, <http://ucc.nd.edu/readmission/>, indicating in some detail your feelings about your readiness to return to the university next semester.
3. Please complete the appropriate “Release of Information” forms available on the UCC website, <http://ucc.nd.edu/readmission/>. One form will allow us to communicate our recommendation concerning your readmission to the appropriate person or group at the University of Notre Dame. The second form will allow us to speak to the person(s) who completed the Treatment Provider Readmission Questionnaire. Please record this person’s name, address, phone, and fax number under “Agency/Persons B”. If you have seen more than one treatment provider, please make multiple copies of the Treatment Provider Readmission Questionnaire and Release of Information forms for each provider to complete and submit to the University Counseling Center.

**ALL completed materials must be received by the University Counseling Center by April 24<sup>th</sup> for readmission consideration for Fall Semester, and November 12<sup>th</sup> for readmission consideration for Spring Semester if coursework remains to be completed for graduation.**

The decision for readmission is not the University Counseling Center’s to make. The UCC recommendation will be considered by the University Undergraduate Readmission Committee or by your Graduate or Professional School program as part of the information that it gathers to assist the members in their decision-making process.

Please return all materials to: Readmissions, University Counseling Center, P.O. Box 709, University of Notre Dame, Notre Dame, IN 46556-0709. Attention: Rita Donley, Ph.D., Associate Director.