

**SCHOOL OF ENGINEERING  
DUKE UNIVERSITY**

**SHEET OF INSTRUCTIONS  
FOR  
CANDIDATES FOR READMISSION**

An individual formerly enrolled in Duke University who wishes to apply for readmission should complete the enclosed application form and return it to the Associate Dean of the School of Engineering. After all of the credentials listed below have been filed, the candidate's application will be referred to a Committee on Readmissions. A recommendation will be made by this Committee to the Associate Dean who will then inform the candidate of the decision on the application. If the candidate is readmitted, registration materials will be forwarded **ONCE IT IS CONFIRMED THAT THE BURSAR'S ACCOUNT IS CLEAR.**

Questions about on-campus housing should be directed to Residence Life and Housing Services.

As a candidate for readmission, you must submit the following items.

**APPLICATION FOR READMISSION:** Attach to the completed format application a full statement of particulars, including the reasons for withdrawal from Duke, a chronological account of activities since leaving the University, reasons for wishing to return and finally plans for the future.

**PROCESSING FEE:** A \$20 fee must accompany all applications.

**TRANSCRIPTS:** Request the Registrar of each institution attended since leaving Duke to send an official transcript of the academic record to the Associate Dean of the School of Engineering. Only transcripts sent directly from the institution attended are considered official documents.

**EMPLOYMENT LETTERS:** If employed since leaving Duke, ask each employer to write directly to the Associate Dean indicating dates of employment and appropriate observations about the quality of work performed.

**HEALTH CERTIFICATE:** If withdrawal from Duke was for health reasons, or if continuation with a health professional was specified as a condition for readmission, a complete medical report must be submitted before a candidate can be considered for readmission.

**DISCIPLINARY CLEARANCE:** If withdrawal was for disciplinary reasons, the Dean for Judicial Affairs at Duke must be asked to provide a statement confirming completion of the sanction. That dean should send the letter of clearance directly to the Associate Dean.

**INTERVIEW:** The Associate Dean or the Committee on Readmissions may at its discretion require an interview with the candidate before acting on the application.

In order to be considered for readmission for the semester indicated, applications and ALL supporting documents for readmission must be completed by **NOVEMBER 1** for readmission in **JANUARY**, by **APRIL 1** for the **SUMMER** sessions, and by **JULY 1** for readmission in **AUGUST**. **STUDENTS WHOSE APPLICATION MATERIALS ARE NOT COMPLETE WILL NOT BE ELIGIBLE FOR CONSIDERATION.**

Please use the following address for all correspondence.

Dr. Linda Franzoni  
Associate Dean for Student Affairs  
Pratt School of Engineering  
Box 90271  
Duke University  
Durham, NC 27708

Please attach \$20 check for non-refundable application fee.

# Duke University

Durham, North Carolina

## Application for Readmission

Pratt School of Engineering  
Trinity College of Arts and Sciences

Date of application: \_\_\_\_\_

Desired term of readmission:

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_  
(Deadline: July 1) (Nov. 1) (April 1)

1. Print your full name: \_\_\_\_\_  
Last First Middle Jr., III

2. Student ID \_\_\_\_\_

3. Give original matriculation year  
at Duke: \_\_\_\_\_  
Year

4. Print your current or home address:

\_\_\_\_\_  
street  
\_\_\_\_\_  
city  
\_\_\_\_\_  
state zip

5. Give date of withdrawal: \_\_\_\_\_

Type of withdrawal:  
Voluntary \_\_\_\_\_  
Involuntary, academic \_\_\_\_\_  
Involuntary, disciplinary \_\_\_\_\_

6. Phone # (---) \_\_\_\_\_

7. Do you intend to apply for financial aid? Yes \_\_\_\_\_ No \_\_\_\_\_

Information for financial aid must be obtained directly from the Office of Undergraduate Financial Aid.

8. Indicate the undergraduate division to which you are applying:

Trinity College of Arts and Sciences \_\_\_\_\_

Pratt School of Engineering \_\_\_\_\_

9. Indicate status of major at time of withdrawal:

Undeclared \_\_\_\_\_ Declared \_\_\_\_\_ If declared, which area? \_\_\_\_\_

10. If major was declared, will it remain the same? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, give desired new major: \_\_\_\_\_

11. If you have completed any academic work while away from Duke, list in order, beginning with present or most recent, all colleges and universities attended together with dates of attendance. (See **SHEET OF INSTRUCTIONS**, "Transcripts").

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

12. List in order, beginning with present or most recent, employment and/or other activities since leaving Duke University. (See **SHEET OF INSTRUCTIONS**, "Employment Letters").

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

13. List names and positions of person(s) who will submit recommendations.

| Name  | position | organization/company |
|-------|----------|----------------------|
| _____ | _____    | _____                |
| _____ | _____    | _____                |
| _____ | _____    | _____                |
| _____ | _____    | _____                |

14. Prepare a statement of particulars as described on the **SHEET OF INSTRUCTIONS**, "Application for Admission." Please use a separate sheet.

**PRATT SCHOOL OF ENGINEERING  
DUKE UNIVERSITY**

**RECOMMENDATION FOR READMISSION**

**TO THE APPLICANT:** Fill in your name and forward this form to the recommender. *Note waiver below.* For the convenience of the recommender, you should include a stamped envelope.

Recommendation on behalf of

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Student's Name (Please Print)

**APPLICANT'S WAIVER OF RIGHT OF ACCESS TO CONFIDENTIAL STATEMENT:** I hereby freely and voluntarily waive my right of access to any information contained on the recommendation form and agree that the statement shall remain confidential.

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(Student's Signature)

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(Date)

**TO THE RECOMMENDER:** In your letter, would you please confirm the dates during which the applicant has worked with you or been associated with you. The Committee for Readmission will use your comments and recommendation when evaluating the applicant's request for readmission. Because of federal legislation giving students access to student records, Pratt School of Engineering cannot guarantee the confidentiality of your statement unless the applicant has signed the waiver printed above.

Mail directly to Linda Franzoni, Pratt School of Engineering  
Box 90271, 305 Teer Building, Duke University, Durham, North Carolina 27708-0271

Please do not return your completed recommendation to the applicant