University of Reading

Student Services

Re-entry Form (for use 2024/5 onwards)

Re-entry is a process for students currently enrolled at the University of Reading to apply to re-enter onto a different programme from the next academic year. Entry is onto the first part of the new programme only (Part 0 or Part 1 as applicable).

You must ensure that you read through the re-entry guidance webpage before applying to re-enter onto another programme.

Max no. attempts – Students are permitted to submit **one re-entry request at a time**. If your re-entry request is rejected, you will be permitted to repeat this process up until a maximum of 3 applications have been submitted. If you submit more than one application in one go, your request may not be processed until we have received confirmation of which application you wish to proceed with first.

Application deadline – Students wishing to re-enter and start the 2026-27 academic year must submit a completed re-entry form to the relevant Support Centre by **12pm on Friday 18th September 2026** (to be forwarded from the Support Centre/HBS Officer by email to the Admissions Office by 5pm on that day). Any late applications will be considered for 2027/28 entry.

SECTION 1 - STUDENT DETAILS – To be completed by Student			
Student Name		Student Number	
Current Programme *(BA/BSc full programme name)*		New Programme *(BA/BSc full programme name)*	
Current Part of Study	(0/1)		
Are you funded by the Student Loans Company (SLC)?	(Yes/No)	Are you a Tier 4 / Student Route Visa holder?	(Yes/No)*
Academic year in which you wish to commence the new programme (e.g. 2026/7)			
Have you previously applied for re-entry this academic year (Yes/No)? *If Yes, please provide number of previous attempts*			
Are you currently suspended (Yes/No)? *If Yes, please confirm whether you have any return to study conditions*			
Do you wish to complete the year of study on your current programme before withdrawing?			(Yes / No)?
Have you passed your current part of study?			(Yes / No)?

*Student visa holders who are permitted to re-enter may need to leave the UK to apply for and be issued with a new Student visa for their new course. Depending on your circumstances, the University may need to carry out an immigration history check with UK Visas & Immigration, as there are time limits on study as a Tier 4/Student visa holder. You will be asked to provide your consent before any check is carried out. Students requiring visa related guidance should contact the International Student Advisory Team at immmigration@reading.ac.uk.

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SECTION 2- STUDENT CONFIRMATION – To be completed by Student	
Student – You MUST provide details of your reason(s) for applying to re-enter onto a new programme. This must demonstrate why you think the new course would be more suitable for you.	
Student – Please include any additional information here that is relevant for consideration, such as circumstances that may have impacted your ability to study on/successfully complete your current programme e.g. if you were subject to academic engagement support in your previous programme how are you now better placed to engage ?	
Please tick this box to indicate both sections 1 and 2 have been fully completed ☐	
I confirm that the information provided is correct and acknowledge that it may be disclosed to the relevant officers of the University who are responsible for considering or processing this change.	
Student Name:	Date:

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SECTION 3- MODULE SCRUTINY

Section 3 (a) this section is to be completed by the SSC / School Office in HBS – *please copy and paste from the tutor card*

Section 3 (a) MODULES ON CURRENT PROGRAMME

This section should comprise all modules in the student's current year of study (and any other previous year(s) of study on their current programme if applicable).

Module Code / Occurrence / Level / Credits

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Section 3 (b) this section is to be completed by the Admissions Tutor (Academic Department)				
Section 3 (b) IDENTIFYING ANY SHARED MODULES BETWEEN STUDENT'S CURRENT AND NEW PROGRAMME THEY WISH TO RE-ENTER ON TO. **Admissions Tutor/Academic Dept to review modules in Section 3(a) and, if applicable, identify and note here any modules which have previously been studied on the student's current programme and which also appear on the student's new programme** for module carry over**.** ***Note – module code/titles may have changed from 2024/25***				
Module Code (student's current module)	**Optional / Compulsory**	**Module Title**	**No. of Credits**	**Module on the new programme that the student's module will map to**

SECTION 4 - DECLARATION – to be completed by Admissions Tutor and returned to Admissions Office	
I confirm that I have scrutinised the modules on the student's current programme of study against the proposed new programme, identifying in section 3(b) if any are shared. If no modules are shared, I have left section 3(b) blank.	
Admissions Tutor name:	Date:

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