

## Application for Withdrawal from the MB ChB Programme

Please complete and return this form to the Associate Dean Admissions no later than the first Friday in August.

**Full names (please print):** \_\_\_\_\_

**Student ID Number:** \_\_\_\_\_

I, \_\_\_\_\_ (full names), **seek approval to withdraw from the**  
\_\_\_\_\_ **year class in** \_\_\_\_\_ (e.g., Fourth, Sixth) (e.g., 2026, 2027 etc.)

**in order to:**

**Select one or more reasons:**

- |                                                                                                |                          |
|------------------------------------------------------------------------------------------------|--------------------------|
| I. Integrated study (e.g., BMedSc(Hons), BSc, BBiomedSc, BA, DPH/MPH) — specify below          | <input type="checkbox"/> |
| II. Other Academic Study — specify below                                                       | <input type="checkbox"/> |
| III. Health (Medical Certificate required)                                                     | <input type="checkbox"/> |
| IV. Compassionate — specify below                                                              | <input type="checkbox"/> |
| V. Travel (attach a statement no more than one A4 page – will be used for ranking readmission) | <input type="checkbox"/> |
| VI. Other (attach a statement no more than one A4 page – will be used for ranking readmission) | <input type="checkbox"/> |

**Further Details:**

(attach additional pages if necessary)

**Withdrawal type:**

☐ **Permanent Withdrawal**

☐ **Temporary Withdrawal** (for one year – refer policy)

**I plan to reapply for readmission to the** \_\_\_\_\_ **year course in** \_\_\_\_\_  
(e.g., Fourth/Sixth) (e.g., 2027, 2028 etc.)

**Please Note:**

- If you are applying to re-enter the programme into year 4 of the MB ChB programme:
  - You will be assigned to the regional campus that you were assigned to prior to withdrawing from the course.

- If your circumstances have changed, and you want to request a different regional campus on re-entry you must apply for a 'transfer' and complete the appropriate forms in the relevant timeframes. A transfer is not guaranteed and will go through usual programme process.
- Further information may be required in relation to this application for re-entry, and the student is required to provide this information.
- A re-entry interview is required; you will be booked in to meet with the Associate Dean Admissions.
- The final decision for your application is made by the Faculty of Medicine Academic Board, of which you will be informed by email of the decision and outcome.

Confirmation of withdrawal will be sent to your @student email address.

**I shall apply in writing for readmission no later than 1 JUNE of the year prior to that for which I seek readmission. I shall let you know of any change of address.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Contact email address during year off (if other than @student address): \_\_\_\_\_

## Application for Readmission to the MB ChB Programme

Please complete and return this form to:  
The Office of the Faculty of Medicine, University of Otago  
[HeadofFaculty.Medicine@otago.ac.nz](mailto:HeadofFaculty.Medicine@otago.ac.nz)

Please Note: MB ChB students must apply for readmission to the medical course not later than 1 JUNE of the year prior to that for which they seek readmission.

Full names (please print):

ID Number:

I, \_\_\_\_\_ (full names), \_\_\_\_\_ (ID Number), seek approval for readmission to the \_\_\_\_\_ (e.g., Fourth, Sixth) year class in \_\_\_\_\_ (e.g., 2027, 2028 etc.).

### Please Note:

- If you are applying to re-enter the programme into year 4 of the MB ChB programme:
  - You will be assigned to the regional campus that you were assigned to prior to withdrawing from the course.
  - If your circumstances have changed, and you want to request a different regional campus on re-entry you must apply for a 'transfer' and complete the appropriate forms in the relevant timeframes. A transfer is not guaranteed and will go through usual programme process.
- Further information may be required in relation to this application for re-entry, and the student is required to provide this information.
- A re-entry interview is required; you will be booked in to meet with the Associate Dean Admissions.
- The final decision for your application is made by the Faculty of Medicine Academic Board, of which you will be informed by email of the decision and outcome.

Confirmation of Application for Readmission will be sent to your @student email address unless an alternative is provided here:

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_