

## Certificate in Human Resource Management

### REQUEST TO RE-ACTIVATE STUDENT RECORD – Faculty of Arts and Science/CIRHR

A \$25.00 non-refundable fee is required.

#### PLEASE READ CAREFULLY

##### Have you been away from your studies for 12 months or more?

This form is to be completed by Certificate in Human Resource Management students who have obtained standing in the Certificate in Human Resource Management Program but who have not registered in CHRM within the previous 12 months. If you were admitted to the program but never completed any courses you have to reapply for admission consideration to the program. If you are not sure of your status in the program please contact us for clarification prior to submitting this form. Make sure to include your student number in your email.

It is not possible to enrol in additional courses after the student has graduated in this program. Students who are on suspension or have been refused further registration are not eligible to reactivate their record.

**Space in courses is limited and some courses fill on the first day of enrollment.** "Request for Re-activate" must be submitted at least two weeks prior to the start of the summer or fall/winter enrolment window to avoid disappointment. Summer and Fall/Winter Timetable and Registration Instructions are available on the CHRM web site [here](#). If you have any questions please contact us at [irhr@utoronto.ca](mailto:irhr@utoronto.ca).

#### COMPLETE THE FOLLOWING AND SIGN

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Former Name: \_\_\_\_\_ Person Id #: \_\_\_\_\_

If you have changed your name since your last registration, please let us know.

<b>Mailing address:</b>		
Street	Apt.	
City	Province	Postal Code
Phone#:	Date of Birth (DDMMYY)	
e-mail:		
<b>Status in Canada:</b>		
<input type="checkbox"/> Canadian Citizen	<input type="checkbox"/> Permanent Resident, Date of Entry into Canada: _____	
<input type="checkbox"/> Visa, Date of Entry into Canada: _____	<input type="checkbox"/> Other, specify: _____ Date of Entry into Canada: _____	
If your status in Canada has changed since your last registration, you must provide documentation.		

When do you wish to enrol in classes:  Summer  Fall/Winter      When was your last registration in the Program? \_\_\_\_\_

I hereby certify that all statements on this application are correct and complete. I understand that otherwise my re-activation in the Certificate Program may be rescinded.

Student's Signature & Date

#### VISA PAYMENT OF THE \$25 NON-REFUNDABLE FEE

Fax/Mail will be accepted provided you complete this authorization: **\*\*I authorize CIRHR to debit my VISA \$25.00 (Canadian funds)\*\***

VISA Credit Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ 3-digit Security Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_