



Dual Degree Student Request Form at Trinity College Dublin

Note:

1. All applications should be made on this form, through your Trinity Tutor and Trinity Academic Advisor, and sent to the Trinity Columbia Dual Degree team at TCD (columbiadualba@tcd.ie).
2. Please read all procedures and closing dates listed on the Dual Degree Handbook before completing this form.
3. All correspondence with students will be by email using their TCD email address which should be provided below.
4. Please complete all relevant sections and place an 'X' in the applicable boxes below.

Student Name	
Trinity Student ID	
TCD E-mail address	
Dual Degree Course at Trinity	
Request Type: Seeking to go Off Books (Leave of Absence)	Please provide the dates and reasoning for your request:
Request Type: Seeking to repeat a Sophister year at Trinity due to needing to be registered at Columbia University for a period beyond two academic years. ¹	Please provide the dates and reasoning for your request:

¹Programmes at Trinity are 4 years in duration only. Any period of registration beyond two years at Columbia will require a student to take on repeat-year status at Trinity and this will appear on transcripts as a repeat-year.



Request Type: Withdrawal	• Withdrawal from the Dual Degree Completely	
	• Withdrawal from the Dual Degree and seeking to continue at Trinity in your Single Honours course	
	Please provide reasoning for your withdrawal request:	
By signing and dating below, I confirm that I have: ○ Attached relevant approval/ correspondence from my Columbia Advisor to proceed with my request at Columbia University. ○ Attached any additional information that the Dual Degree team at Trinity should be aware of to support this case.		
Student Signature: _____		
Date: _____		
I have consulted with the student and support this request.		
Trinity Tutor Signature: _____		
Trinity Academic Advisor Signature: _____		
Date: _____		
Comments: _____		