



Dear Student,

Your leave of absence is coming to an end soon. If your leave of absence was approved for health reasons, then you will be required to include a document from a professional in support of your re-engagement.

You were informed of this requirement in your original leave of absence approval emails.

There is a guidance document below for you to provide to your professional person to assist them in writing a letter/document for you.

Please remember that you (the student) are requesting this document in support of your re-engagement with your studies.

You should note that some professionals who are asked to provide letters of support may charge you for this service.

We look forward to receiving your re-engagement request and supporting documentation for review.

Please do not hesitate to contact me if you have any questions.

Kind Regards,

Stacie Murdoch  
Registry Officer (Student Support)

Academic Registry  
Walter Bower House,  
Eden Campus, Main Street,  
Guardbridge, St Andrews,  
KY16 0US,  
Scotland, United Kingdom.

[reg-support@st-andrews.ac.uk](mailto:reg-support@st-andrews.ac.uk)

To Whom It May Concern,

This student has been approved to take a health-related leave of absence from University of St Andrews.

When this leave of absence was approved, we advised the student that they would be required to provide a supporting document confirming their health circumstances have been treated or supported during their period of leave and that they are now fit to return to study (with ongoing treatment or support if required).

This student is asking you to provide this document in support of their re-engagement with their studies, and we have provided guidance below in relation to the type of document we require.

- The writer should be a medical professional or a member of a recognised support profession or organisation (e.g. GP, Surgeon, Counsellor, Therapist).
- The letter should be in English, on headed paper, in an un-editable format such as PDF or JPEG, signed by the writer, dated and including the writer's contact details.
- The content of the letter should include the following information:
  - i. The nature of the health-related concern for which the student was receiving treatment/support.
  - ii. Information about any ongoing treatment/support and how this is planned to be continued when the student returns to their studies (if applicable).
  - iii. The writer's professional opinion as to the student's fitness to return to the rigours of academic study (away from home/support networks)
  - iv. Any other relevant information the writer feels would be beneficial for the student and University to consider for re-engagement with studies.

Please provide the supporting document/letter to the student for them to share with the University in support of their re-engagement. You are not expected to supply the information directly to the University.

We thank you for your time and support of the student with this process.