Dear Mental Health Provider:

The student who has provided you with this letter has been granted a medical withdrawal from the University of Virginia and must submit documentation to Counseling and Psychological Services (CAPS) to complete the Medical Reenrollment process to return to the university. Typically, students have the provider who treated them while on medical leave fill out the attached Assessment and Recommendation for UVA Student Reenrollment. This documentation is reviewed for evidence that sufficient improvement has occurred and that the student’s psychological or psychiatric condition does not pose significant risk to the student’s future academic performance.

Please fill out the form which accompanies this letter for consideration of the student’s reenrollment. Ideally, forms should be turned in to CAPS 6 weeks prior to when the student plans to reenroll. If you prefer to provide a narrative report that covers the same information requested, that is also acceptable. Please be aware that the more detail you provide, the better position CAPS’ professionals are in to provide recommendation regarding the student’s reenrollment. Sparse or inadequate information will delay the process as further assessment of the student will likely become necessary. Once the accompanying form is completed and returned to CAPS (assuming you do endorse the student’s return) the student will be able to move forward with his/her reenrollment process. Please note that students must also communicate with their academic Dean about their desire to return to UVA to make sure they meet academic criteria and deadlines.

Please direct the completed report or correspondence to:

**Medical Reenrollment**  
UVA Department of Student Health  
Counseling and Psychological Services  
PO Box 800760  
Charlottesville, VA 22908-0760  
FAX: 434-243-6693

If you have any questions, please call 434-243-5150. We very much appreciate your cooperation in supplying us with the above information at the appropriate time.

Sincerely,

Nicole Ruzek, PhD  
Director, Counseling & Psychological Services  
Department of Student Health