



WITHDRAWAL FORM

Name \_\_\_\_\_

Student ID number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Major \_\_\_\_\_

Program:  Undergraduate  Graduate  Nondegree

Please indicate the reason for your withdrawal:

\_\_\_\_\_  
\_\_\_\_\_

Withdrawal starting:  Spring 202\_\_  
 Fall 202\_\_

**Please note the following:**

- **Readmission is not automatic:** Once a student has withdrawn from the University, a new readmission form is required before he or she may be readmitted.
- Applications for withdrawal must be submitted one month prior to the last day of classes for undergraduate students and one week prior to the last day of classes for graduate students.
- This form must be submitted **in person** to the Student Service Center.

Student signature \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

**Please obtain the following approvals, signatures and clearances:**

Office of Student Accounting \_\_\_\_\_ (Administration Building, Room P035)

Office of Student Financial Affairs \_\_\_\_\_  
(Dr. Hamza AlKholi Information Center, Room 1001)

Library \_\_\_\_\_

Academic adviser \_\_\_\_\_ Department chair \_\_\_\_\_

Transfer credit unit (**undergraduate students only**) \_\_\_\_\_  
(Administration Building, Room P050)

**Military service:** Egyptian undergraduate male students who withdraw while their military service is being postponed by the University should apply for readmission **no later than three weeks after submitting this form**. Otherwise, the registrar's office (Administration Building, Room P040) will be compelled to report your name to the military authorities if you fail to abide by this rule. \_\_\_\_\_  
\_\_\_\_\_

**Residency visa:** The registrar's office (Administration Building, Room P040) will report this withdrawal to the Egyptian authorities to cancel the student residency visa that was received through the University. It is the student's responsibility to adjust his or her residence status. \_\_\_\_\_  
\_\_\_\_\_

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