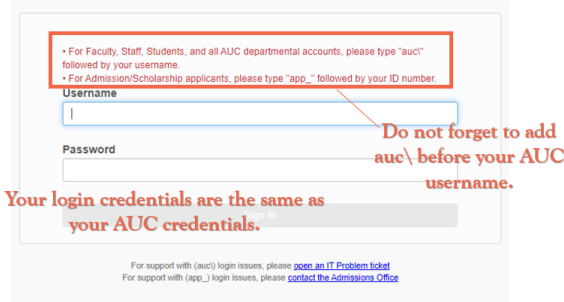


# WITHDRAWAL PROCESS

<https://lfweb.aucegypt.edu/Forms/WithdrawalRequest>

Enter AUC username and password



• For Faculty, Staff, Students, and all AUC departmental accounts, please type "auc" followed by your username.  
 • For Admission/Scholarship applicants, please type "app\_" followed by your ID number.

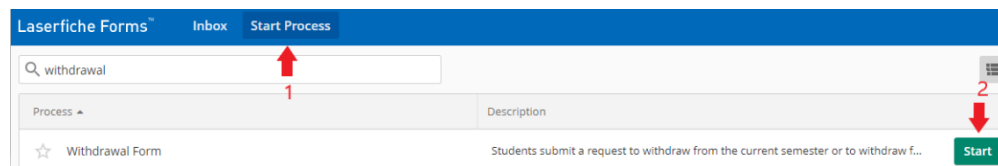
Username  
 Password

**Do not forget to add auc\ before your AUC username.**

**Your login credentials are the same as your AUC credentials.**

For support with (auc\_) login issues, please [open an IT Problem ticket](#)  
 For support with (app\_) login issues, please [contact the Admissions Office](#)

To start the submission of the Withdrawal form



Laserfiche Forms™    Inbox    Start Process

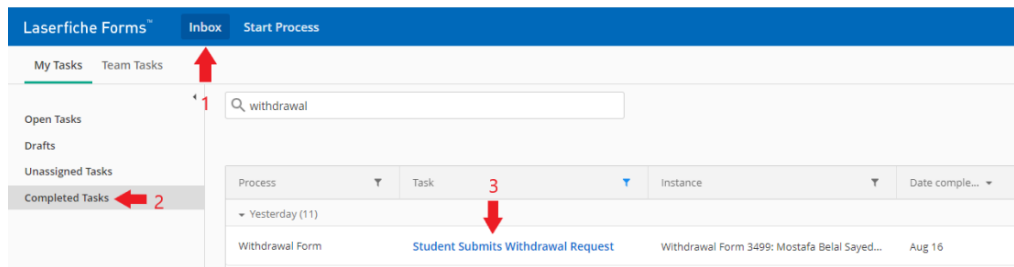
Search: withdrawal

Process	Description
Withdrawal Form	Students submit a request to withdraw from the current semester or to withdraw f...

**Start**

Fill in the form and submit. You will receive an email confirmation.

To track the progress of your request:



Laserfiche Forms™    Inbox    Start Process

My Tasks    Team Tasks

Open Tasks    1

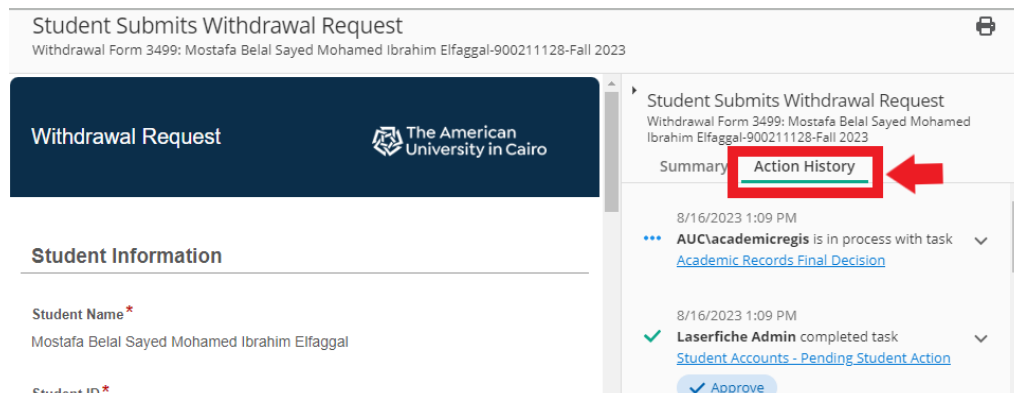
Drafts

Unassigned Tasks

Completed Tasks    2

Process	Task	Instance	Date comple...
Yesterday (11)			
Withdrawal Form	Student Submits Withdrawal Request	Withdrawal Form 3499: Mostafa Belal Sayed...	Aug 16

Click Details in the right pane, then click Action History



Student Submits Withdrawal Request

Withdrawal Form 3499: Mostafa Belal Sayed Mohamed Ibrahim Elfaggal-900211128-Fall 2023

Withdrawal Request    The American University in Cairo

**Student Information**

Student Name\*  
 Mostafa Belal Sayed Mohamed Ibrahim Elfaggal

Student ID\*

Student Submits Withdrawal Request

Withdrawal Form 3499: Mostafa Belal Sayed Mohamed Ibrahim Elfaggal-900211128-Fall 2023

Summary    **Action History**

- 8/16/2023 1:09 PM  
 AUCacademicregis is in process with task  
[Academic Records Final Decision](#)
- 8/16/2023 1:09 PM  
 Laserfiche Admin completed task  
[Student Accounts - Pending Student Action](#)  
 Approve