WITHDRAWAL FORM

Name _________________________________________________________________________

Student ID number _______-_____-_________ Major _________________________

Program:  ☐ Undergraduate  ☐ Graduate  ☐ Nondegree

Please indicate the reason for your withdrawal:

_______________________________________________________________________________

_______________________________________________________________________________
Withdrawal starting:  ☐ Spring 201__

☐ Fall 201__

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• Readmission is not automatic: Once a student has withdrawn from the University, a new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 2012)

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.