**Offical Withdrawal Request Form**

The deadline for submitting this form must not be later than two weeks from the date of commencing of classes.

<table>
<thead>
<tr>
<th>ID. No.</th>
<th>Student Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year</td>
<td>Semester</td>
</tr>
<tr>
<td>Major</td>
<td>College</td>
</tr>
</tbody>
</table>

**Conditions for Withdrawal from the University:**

1. Withdrawal period should not exceed two consecutive or separate semesters.
2. The deanship of admissions and registration is the body responsible for handling all procedures pertaining to withdrawal requests at filing in the relevant form.
3. Reasons justifying the withdrawal must, at all times, be included together with all supporting documentations.
4. The withdrawal period shall not be calculated within the period required for graduation.
5. Newly admitted or transfer students will not be eligible for withdrawal except after a whole semester period has elapsed.

**Withdrawal for:**

- [ ] Two Semesters
- [ ] One Semester

**Have you withdrawn before?**

- [ ] No
- [ ] Yes

**If yes, specify number of semesters:**

- [ ] 2
- [ ] 1

**Required Documents:**

- [ ] 1-Reason(s) for withdrawal.
- [ ] Copy of student’s ID.

**Date:**

- [ ] Student’s Sign

**For the use of Sponsor:**

- [ ] Sponsor’s Stamp

**Date:**

- [ ] Sponsor’s Sign

**For the use of Registration & Academic Advising Dept.:**

- [ ] Received by:
- [ ] Sign

**Registration’s Supervisor Data Entry:**

- [ ] Not Official without Admissions & Registration Deanship Stamp

**Copy for:**

- [ ] 1-Registration & Academic Advising Dept.
- [ ] 2-Sponsor
- [ ] 3-Student
- [ ] 4-Academic Advisor