

# *Withdrawal from University*

(Student view)

الانسحاب من الجامعة

*The purpose of this procedure*      الهدف من هذه الإجراءات

- Implement the policy for *withdrawal from University*.  
• تطبيق لوائح الانسحاب من الجامعة.
- A student can request *Withdrawal from University*, upload Sponsor approval documents, and check status of request through *eServices*.
- باستطاعة الطالب تقديم طلب الانسحاب من الجامعة، وإرفاق الأوراق المطلوبة كما يمكنه متابعة طلبه من خلال *eServices*.

*This document contains*      تحتوي هذه الورقة على:

- How a student can request *Withdrawal from University* through *eServices*.
- خطوات تقديم طلب الانسحاب من الجامعة عن طريقة البوابة الإلكترونية *eServices*

- How to request withdrawal from university through eServices.

Log in to: <https://sharepoint.uae.edu.ac.ae/en/Pages/default.aspx> :الدخول على الرابط التالي:

UAEU eServices

APPS

Apps Faculty Employee Administration

Webmail eServices My Support BlackBoard

ESERVICES

LATEST TWEETS

جامعة الإمارات @UAEU\_NEWS 16h  
نائب مدير الجامعة لمؤور الطلبة والتسجيل يتبع فعاليات اللقاء السنوي مع الطلبة...  
pic.twitter.com/JX6cw9cLq7

1. Click on eServices icon  
اختيار eServices

Personal Information Student

Search  Go

ACCESSIBILITY SITE MAP HELP EXIT

MAIN MENU

Welcome, Mohamed A. Bakheet Al Harthi, to the Self Service Banner! Last web access on Oct 04, 2015 at 02:23 pm

» Personal Information  
View addresses and phone numbers, emergency contact information, directory profile, and available surveys.

» Student and Financial Aid  
Apply for Admission, Register, View your academic...

2. Click on Student and Financial Aid link  
اختيار Student and Financial Aid link

## STUDENT AND FINANCIAL AID

- » [Registration](#)  
Check your registration status, class schedule and add or drop classes
- » [Student Records](#)  
View your holds, grades, transcripts and account summary
- » [Student Account](#)
- » [Student E-Payment](#)
- » [Part Time Student Payment](#)  
Part Time Work Sheet Entry
- » [Al-Ain Gate Permit Entry Request](#)  
Alain Gate Permit Entry Request
- » [Student College Transfer](#)  
Student College Transfer
- » [Student Financial Aid Request](#)  
Apply for Financial Aid and View
- » [Specialization](#) Withdrawal from University  
Student Specialization
- » [Request Electronic Documents](#)
- » [Special Needs](#)  
Request Special Needs Online
- » [Withdrawal from University](#)
- » [Registration Postponement](#)
- » [Student Health Insurance](#)

3. Click on Withdrawal from University link

Withdrawal from University اختيار

## WITHDRAWAL FROM THE UNIVERSITY REQUEST FORM

20-JAN-2016 09:23:15

### Important Notes/Instructions:

- Student must apply for the withdrawal from university before the end of 6th week of classes.
- For sponsored students, to get the approval for your request you must get the sponsor approval letter.

Select Reason	Select Reason <input type="text"/>
Describe Reason	<input type="text"/>

4. (Select Reason) from the drop list *or* select (Others) and enter the reason in Describe Reason box.

(Select Reason) اختر سبب الانسحاب من الجامعة من قائمة من قائمة (Others) ثم اكتب السبب في صندوق Describe Reason

Upload Sponsor Approval Document \*

5. If you have a sponsor upload sponsor letter approval.

إذا كان لديك منحة دراسية، يجب ارفاق رسالة الموافقة.  
(وفي حالة عدم إرفاقها سيتم إلغاء الطلب)

6. Submit your request.

اضغط على Submit  
لاستكمال تقديم الطلب

**Note:** The final approval will be issued to you by email.

**ملاحظة:** الموافقة النهائية على طلبك سيتم إرسالها إلى بريدك الإلكتروني.

Personal Information **Student**

Search

Go

[SITE MAP](#) [HELP](#) [EXIT](#)

## WITHDRAWAL FROM THE UNIVERSITY REQUEST FORM

24-JAN-2016 13:08:36

✓ Your withdrawal request has been submitted successfully. Please note that to get the approval you must finish the clearance from all departments as listed below

Clearance Type	Department(s)
Acc Receivable	Admission and Registration
Health Insurance	Student Service
Library Resources	Library Deanship
Parking Permit	General Services
Student Card	Admission and Registration

**Note:** you need the clearance from these Departments to get the final approval.

للحصول على الموافقة النهائية عليك اخلاء الطرف من الجهات الظاهرة في القائمة.

Back

RELEASE: 8.5.2

- To check request status follow above steps until step (3).

- لمتابعة حالة الطلب، نفذ الخطوات السابقة حتى الخطوة رقم (3):

Personal Information **Student**

Search

Go

[SITE MAP](#) [HELP](#) [EXIT](#)

## WITHDRAWAL AND CLEARANCE STATUS

24-JAN-2016 13:16:42

Department/College	Withdrawal/ Clearance Status
Library Resources	Done
Acc Receivable	Pending
Student Card	Pending
Health Insurance	Done
Parking Permit	Done

**Note:** you can track the clearance status in the departments.

هنا يمكنك متابعة إخلاء طرفك من قبل الإدارات.

تم الاجراء = Done

معلقة = Pending

**Note:** You can cancel your request by clicking on **Cancel** button.

**ملاحظة:** باستطاعتك إلغاء طلبك بالضغط على زر **Cancel**