

Withdrawal from University

(Student view)

The purpose of this procedure

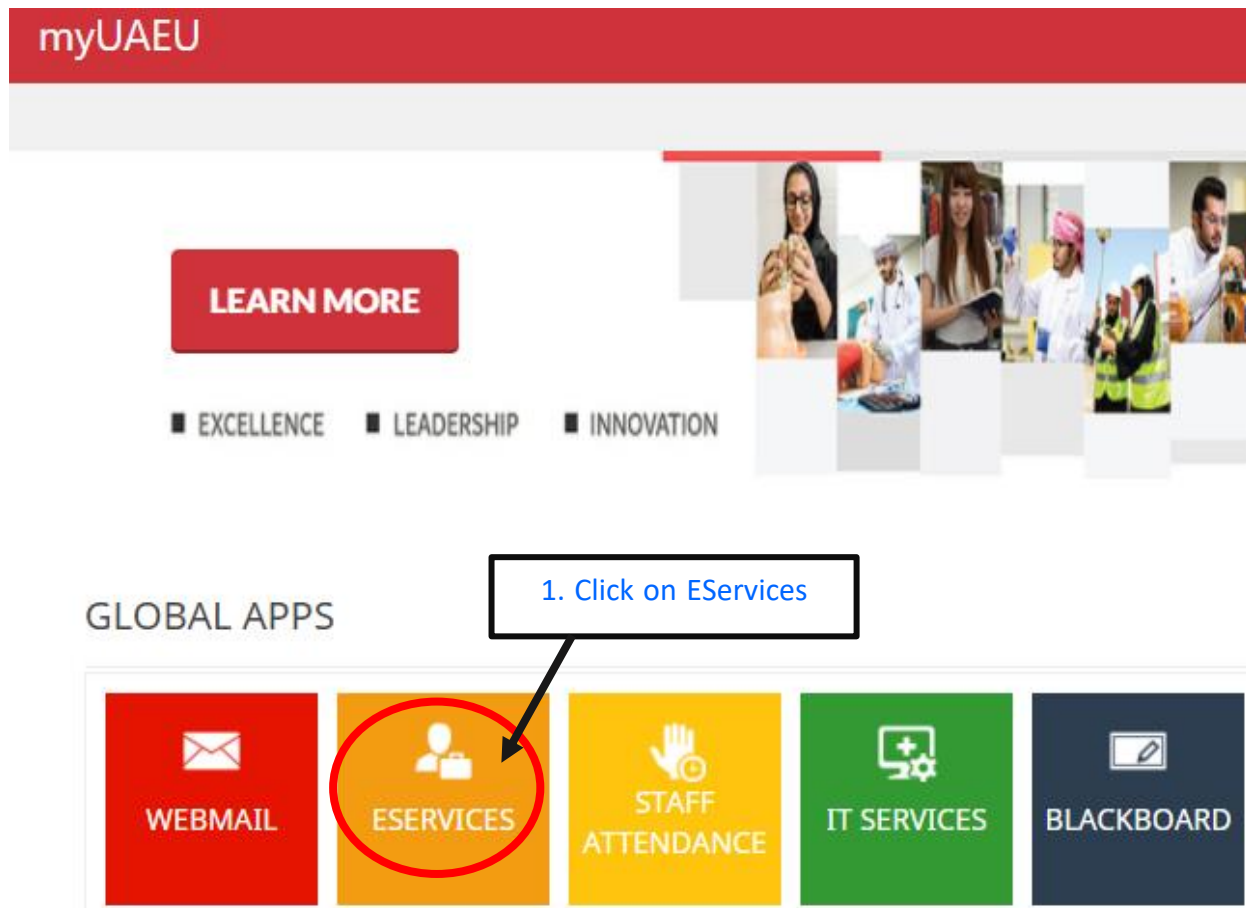
- Implement the policy for *Withdrawal from University*.
- A student can request *Withdrawal from University and Clearance*, upload Sponsor approval documents, and check status of request through EServices.

This document contains

- How a student can request *Withdrawal from University* through EServices.

- How to request withdrawal from university through eServices.

Go to link: <http://My.uaeu.ac.ae>



Welcome, Khawla N. Saeed Almansoori, to the Self Service Banner!

Personal Information

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

Student

2. Click on Student

Apply for Admission, Register, View your academic records and Financial Aid

Home > Student and Financial Aid

Personal Information

Student

Student Profile	Degree Works	Student Registration	View Grades
Documents Request	Student E-Payment	Apply for Students Fee Installments	Student College Transfer
Al-Ain Gate Permit Entry Request	Student Financial Aid Request	Special Needs	Withdraw from University
Registration Postponement	Student Health Insurance	Senior/Graduation Project	Student Account
Student Housing Services	Patent System	Apply to Graduate	Attendance Report
Career Readiness Service	Graduation Clearance Request		

3. Click on Withdraw from University

Withdrawal from the University Request Form

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21-JAN-2021 1:

Home > Withdrawal and Clearance Form

Important Notes/Instructions:

- For sponsored students, to get the approval for your request you must get the sponsor approval letter.
- Approval list will send to personal email rashed0557177074@gmail.com. To update your Email, Please update using the link under Personal Information Tab, then Update Personal Mobile and Email Address in e-Services.
- One of the following grades will appear on the academic transcript depending on the time period for submitting the application form
 - Submitting the request before the first 4 weeks of classes: no grade will be recorded on transcript.
 - Submitting the request from 5th week to 6th week of classes: a grade of "W" (withdrawal) will be recorded on the transcript.
 - Submitting the request after 6 weeks of classes: a grade of "F" (Fail) will be recorded on the transcript

Select Reason

Select Reason

Describe Reason

Upload Sponsor Approval Document *

Choose File

No file chosen

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Submit

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

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

6. Submit your

Withdrawal from the University Request Form

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Home > Withdrawal and Clearance Form

✓ 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
Immigration	HR Department
Library Resources	Library Deanship
Hostel	Student Affair

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

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

Withdrawal and Clearance Status

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21-JAN-2021 14:03:45

Home > Withdrawal and Clearance Form

Department/College	Withdrawal/ Clearance Status
Acc Receivable	Pending
Hostel	Pending
Immigration	Pending
Library Resources	Pending

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Personal Information **Student**

Search

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WITHDRAWAL AND CLEARANCE STATUS

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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.

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[Cancel](#)

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