

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>

The image shows a screenshot of the myUAEU website. At the top, there is a red header with the text "myUAEU". Below this, there is a navigation bar with a red "LEARN MORE" button and three menu items: "EXCELLENCE", "LEADERSHIP", and "INNOVATION". To the right of the navigation bar is a collage of images showing students and staff in various settings. Below the navigation bar, there is a section titled "GLOBAL APPS" which contains five colored buttons: "WEBMAIL" (red), "ESERVICES" (orange), "STAFF ATTENDANCE" (yellow), "IT SERVICES" (green), and "BLACKBOARD" (dark blue). The "ESERVICES" button is circled in red, and a callout box with the text "1. Click on EServices" has an arrow pointing to it.



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

2. Click on Student

Personal Information | **Student**

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

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

Describe Reason

Upload Sponsor Approval Document* No file chosen

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.

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

Withdrawal and Clearance Status

Home > Withdrawal and Clearance Form

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

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.

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