

UAEU

جامعة الإمارات العربية المتحدة
United Arab Emirates University



Request to Withdraw from the University

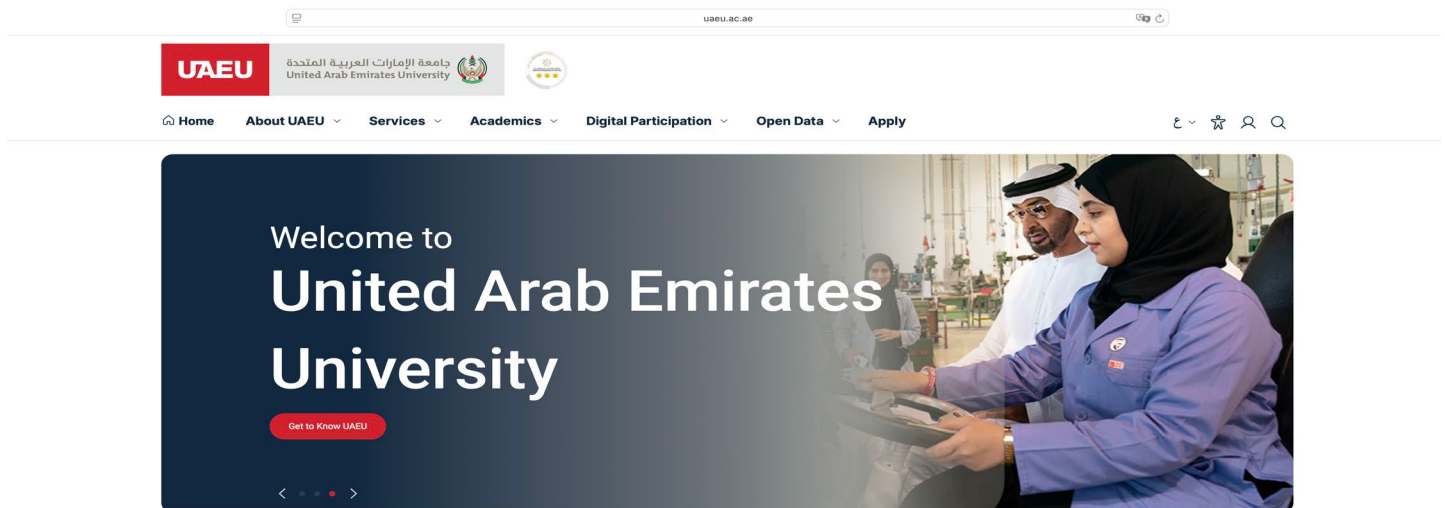
**United Arab Emirates University Website
User Guide**

Version 1.0



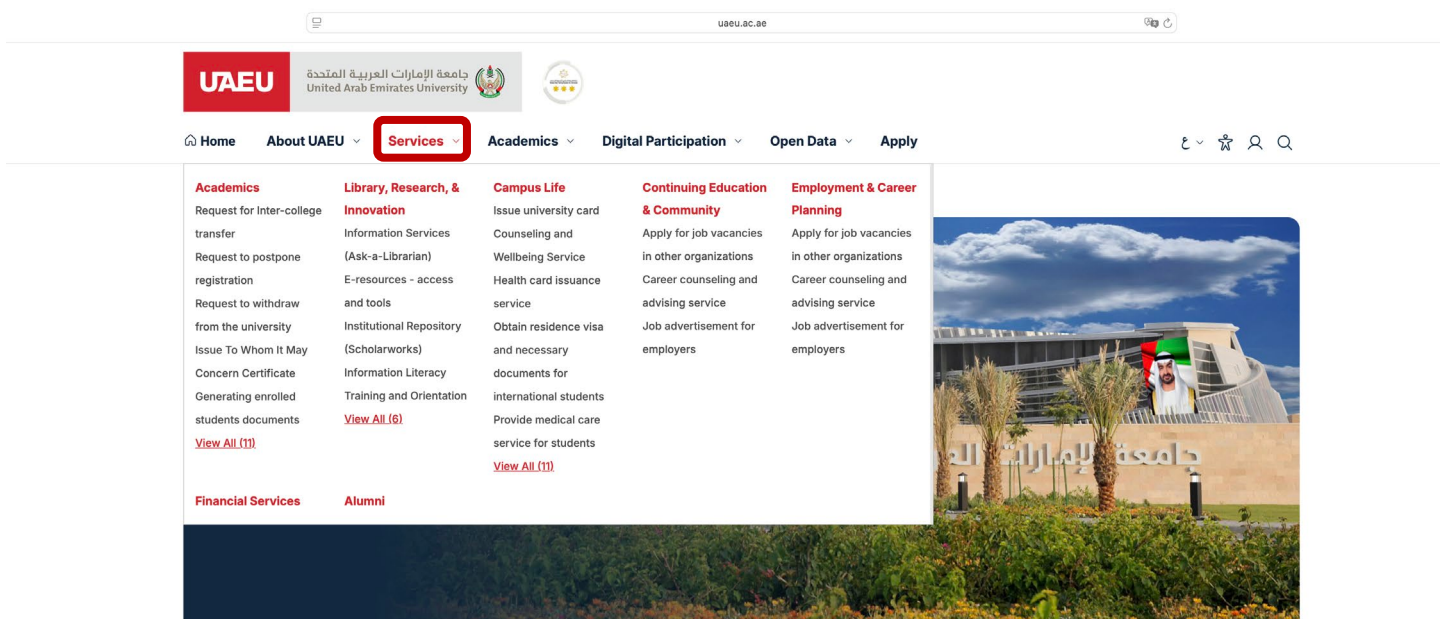
Accessing the University Website:

1. Start by visiting the official website of the United Arab Emirates University at <https://www.uaeu.ac.ae>



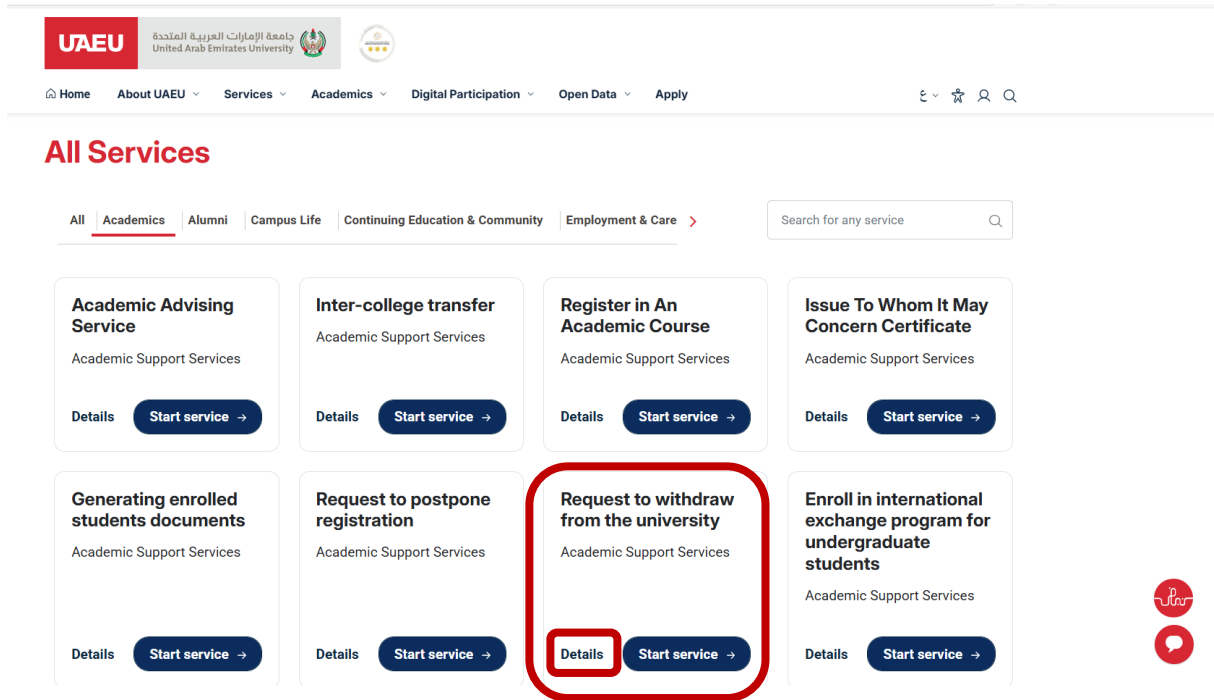
Accessing the Service:

2. From the main page click on "Services" tab.



3. On the services page, search for “Request to Withdraw from the University”

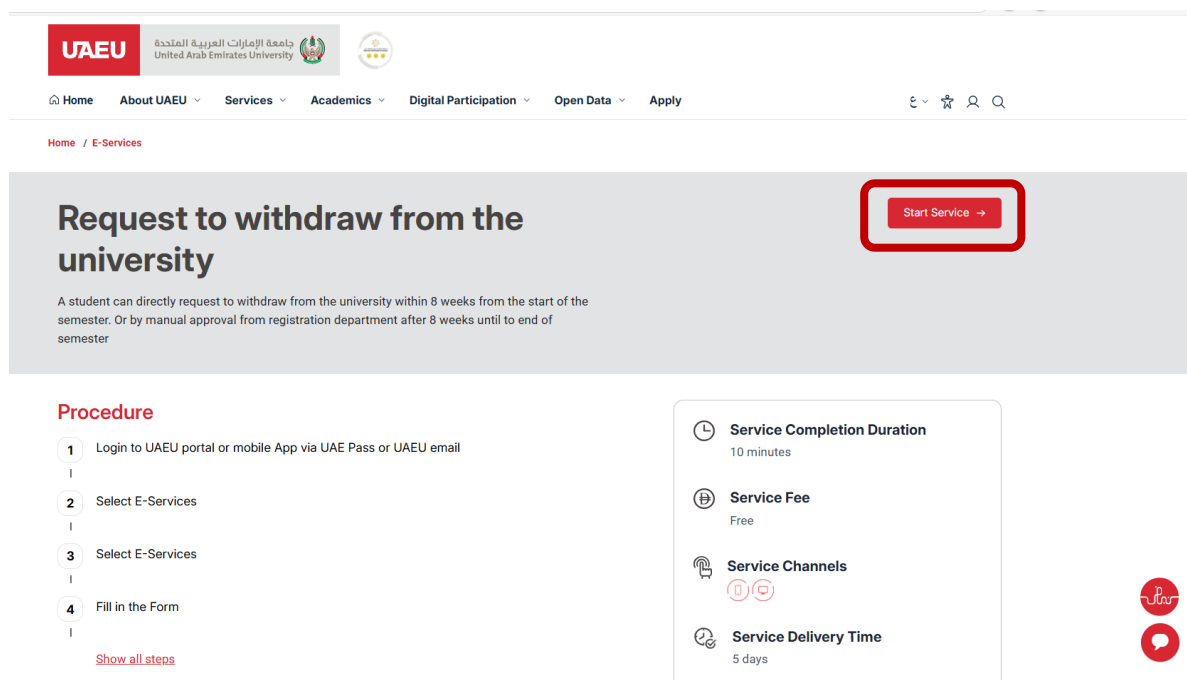
4. Click on “Details”



The screenshot shows the UAEU Services page. The navigation bar includes Home, About UAEU, Services, Academics, Digital Participation, Open Data, and Apply. The 'All Services' section is active, and a search bar is present. The 'Request to withdraw from the university' service card is highlighted with a red box, and its 'Details' button is also highlighted with a red box.

Viewing the Service Information Before Proceeding:

5. Click on “Start Service”, You can also access the service directly via the link: [Request to Withdraw from the University](#)



The screenshot shows the 'Request to withdraw from the university' service page. The 'Start Service' button is highlighted with a red box. The page includes a description of the service, a procedure list, and service details.

Request to withdraw from the university

A student can directly request to withdraw from the university within 8 weeks from the start of the semester. Or by manual approval from registration department after 8 weeks until to end of semester

Procedure

- 1 Login to UAEU portal or mobile App via UAE Pass or UAEU email
- 2 Select E-Services
- 3 Select E-Services
- 4 Fill in the Form

[Show all steps](#)

Service Completion Duration
10 minutes

Service Fee
Free

Service Channels
Web, Mobile App

Service Delivery Time
5 days

Sign in:

6. Sign in to the website using UAE PASS or your UAEU Username and Password.

Sign In

USERNAME

PASSWORD

[Sign In](#)

[Forgot password?](#)

Switch to [login with UAE pass](#)

Sign In

 [Sign in with UAE PASS](#)

Need a UAE PASS account? [Create an account](#)

[Use other login option](#)



Form Completion

7. Before you begin filling out the form, carefully read all instructions and guidelines at the top. This will help you understand the requirements and avoid errors. Next, click the **"Reason for Withdrawal"** dropdown menu and select the most appropriate reason for your request from the available options. In the **"Reason"** field (a required field), provide a detailed explanation for your withdrawal, adhering to the 300-character limit. Finally, click the **"Submit"** button."

Request to withdraw from the university

Instructions

- If the request is submitted within the first four weeks of classes, no grade will be recorded on the transcript.
- If the request is submitted between the 5th and 6th weeks of classes, a grade of "W" (Withdrawal) will be recorded on the transcript.
- If the request is submitted after 6 weeks of classes a grade of "F" (Fail) will be recorded on the transcript.

On approval of your request:

- Approval list will be sent to your personal email registered in the system hgggf@anywhere.com.
- You will receive as well final copy of your Transcript from UAEU.

To update your personal email, please go to my profile page in UAEU portal.

Term

MD Summer 2025

Reason for withdrawal *

Please Select *

Reason (Max 300 character) *

Cancel

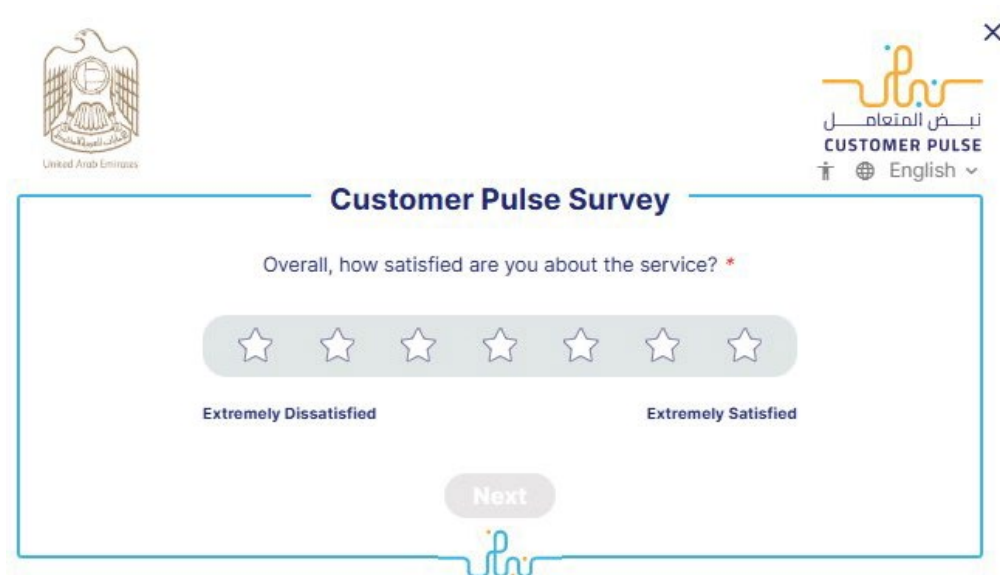
Submit

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Customer Pulse Survey:

8. You can evaluate your experience with the service through the customer pulse survey screen shown below.



Receiving Documents:

9. All notifications regarding the withdrawal request approval, along with an updated copy of the academic transcript, will be sent to the **personal** email registered in the system. To ensure you receive these communications, you must update your email address through the '**My Profile**' page on the university portal.

Additional Information

- For Assistance: If you encounter any difficulties or have inquiries, you can contact the Admission & Registration Deanship via UAEU's toll-free number: 800-8238.
- Instructional Video: An explanatory video is available to help you use the service. (The link is provided within the service details on the university website).