



APPLICATION FOR WITHDRAWAL FROM UNIVERSITY

FORM W1

Applicants should meet with the Dean/Deputy Dean of Student Affairs for counselling/interview before filling in this form (Form W1).

A. PERSONAL PARTICULARS

Name:		
Matric No:	Programme:	Level of Study:
Current CGPA:	Current Courses Registered:	Correspondence Address
	1. _____ 5. _____	Telephone No
	2. _____ 6. _____	
Cumulative Credit Hours Earned:	3. _____ 7. _____	Permanent Address
	4. _____ 8. _____	Telephone No.

REASON(S) FOR WITHDRAWAL:

No.	Reasons	Tick (/)	No.	Reasons	Tick (/)
1.	Loss interest		2.	Financial Problem	
3.	Family problem		4.	Change university	
5.	Married		6.	Medical/health problem (mental)	
7.	Personal Problem		8.	Cannot complete language req.	
9.	Others:				

B. DECLARATION

I declare that all the information stated in this application form is true and correct. I understand that if at any time the information stated in this declaration is found contrary to facts, the University has the right to disqualify this application or terminate my status as a student of International Islamic University, Malaysia and that any application for readmission after withdrawal will not be considered.

Applicant's Signature

Date

C. KULLIYAH APPROVAL - DEPUTY DEAN (STUDENT AFFAIRS)

I certify that the student has been called for an interview at the Kulliyah level in determining the seriousness of his/her application. Considering all facts and background of the student, I hereby approve the application.

Other Comments: _____

APPROVED BY _____

Signature & Official Stamp : _____

Date : _____



FORM W2

PART A: PERSONAL PARTICULARS

NAME : _____ MATRICNO. : _____
PROGRAMME : _____
SIGNATURE : _____ DATE : _____

PART B: PARENT/GUARDIAN'S/REFEREE (FOR INTERNATIONAL STUDENTS) CONSENT

I hereby give my consent to the application of the above-named and would bear all consequences.

NAME OF PARENT/GUARDIAN/REFEREE: _____
SIGNATURE : _____ DATE : _____

PART C: FOR DEAN'S /KULLIYYAH APPROVAL

APPROVED BY: Signature & Official Stamp: Date:	COMMENTS
--	----------

PART D: APPROVAL FROM RESPECTIVE DIVISIONS

Please secure approvals from the following divisions and proceed to Academic Management and Admission Division for submission of this form. Please show your Matric Card when collecting the withdrawal letter.

** For International Student – Kindly please consult with the Visa Unit before purchasing the flight ticket and start the visa cancellation process.*

IUM VISA UNIT (for International Student Only) ✓ The student has produced the passport for cancellation process of student's pass.	Approved / Disapproved
Comments:	
Signature & Official Stamp:	Date:
INSURANCE - STADD (Welfare Management Unit) (for International Student Only)	Approved / Disapproved
Comments:	
Signature & Official Stamp:	Date:



FINANCE DIVISION		Approved / Disapproved
✓ The student has settled all debts with the University.		
Comments:		
Signature & Official Stamp:		Date:
DISCIPLINARY		Approved / Disapproved
✓ The student has settled all fines imposed due to disciplinary offence		
✓ The student has appeared before the Disciplinary Board and his/her disciplinary case has been settled.		
Comments:		
Signature & Official Stamp:		Date:
LIBRARY		Approved / Disapproved
✓ The student has surrendered/ discontinued the use of IIUM Membership card.		
✓ The student has returned all books borrowed from the University.		
Comments:		
Signature & Official Stamp:		Date:
SECURITY		Approved / Disapproved
✓ The student has settled the Road Traffic Compound for the traffic offence committed.		
✓ The student has settled all fines imposed on him/her for other offences.		
Comments:		
Signature & Official Stamp:		Date:
RESIDENTIAL COLLEGE		Approved / Disapproved
✓ The student has surrendered the hostel key.		
✓ The student has returned all equipment / property borrowed from the University.		
Comments:		
Signature & Official Stamp:		Date:

----- CUT HERE ----- CUT HERE ----- CUT HERE ----- CUT HERE -----

STUDENT'S COPY

APPLICATION FOR WITHDRAWAL FROM UNIVERSITY

Please allow **three (3) working days excluding the application day** for processing.
Any enquiries, please call the following numbers: 03-6421 6421 ext. 3014.

NAME:

MATRIC NO:

**AMAD OFFICE USE
ONLY**

Date of collection: