

# WITHDRAWAL / CANCELLATION

 FALL

 SPRING

 SUMMER

 \_\_\_\_\_  
YEAR

 \_\_\_\_\_  
TODAY'S DATE

 \_\_\_\_\_  
PRINT LAST NAME

 \_\_\_\_\_  
FIRST NAME

 \_\_\_\_\_  
MI

 \_\_\_\_\_  
UIN

 \_\_\_\_\_  
COLLEGE

 \_\_\_\_\_  
DEPARTMENT

 PERMANENT HOME ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ACTION REQUESTED

 Cancellation

 Withdrawal in Person

 Withdrawal in Absentia

Effective date \_\_\_\_\_

**STUDENT MUST OBTAIN SIGNATURES FROM THESE OFFICES IN THE FOLLOWING ORDER:**

**UNDERGRADUATE STUDENTS**

1) COLLEGE OFFICE

 NOTIFY ISSS \_\_\_\_\_

 \_\_\_\_\_  
SIGNATURE

 \_\_\_\_\_  
PRINTED NAME

 \_\_\_\_\_  
DATE

 2) OFFICE OF INTERNATIONAL STUDENT & SCHOLAR SERVICES  
(INTERNATIONAL STUDENTS ONLY)

 \_\_\_\_\_  
SIGNATURE

 \_\_\_\_\_  
PRINTED NAME

 \_\_\_\_\_  
DATE

3) OFFICE OF THE DEAN OF STUDENTS

 \_\_\_\_\_  
SIGNATURE

 \_\_\_\_\_  
PRINTED NAME

 \_\_\_\_\_  
DATE

**GRADUATE STUDENTS**

1) DEPARTMENT OFFICE

 \_\_\_\_\_  
SIGNATURE

 \_\_\_\_\_  
PRINTED NAME

 \_\_\_\_\_  
DATE

 2) OFFICE OF INTERNATIONAL STUDENT & SCHOLAR SERVICES  
(INTERNATIONAL STUDENTS ONLY)

 \_\_\_\_\_  
SIGNATURE

 \_\_\_\_\_  
PRINTED NAME

 \_\_\_\_\_  
DATE

3) GRADUATE COLLEGE OFFICE

 \_\_\_\_\_  
SIGNATURE

 \_\_\_\_\_  
PRINTED NAME

 \_\_\_\_\_  
DATE

Reason for leaving: \_\_\_\_\_

Conditions for re-entry: \_\_\_\_\_

I understand that my withdrawal/cancellation is not complete until I deposit this form in the Records Service Center. I further understand that if any charges such as library or laboratory fees are pending against my account, a transcript or diploma will not be issued until the charges are paid. I am aware of the regulations relating to refunds as appears in the *Student Code*. Disciplinary action will be taken against any person providing unauthorized signatures on this form.

Student's Signature: \_\_\_\_\_

SUBMIT COMPLETED FORM TO: **Office of the Registrar, Records Service Center, 901 West Illinois Street, Suite 140, Urbana, IL. 61801 MC-063**

**FOR OFFICE OF THE REGISTRAR USE ONLY**

Processed by/date \_\_\_\_\_

Comments \_\_\_\_\_