# Semester/Complete Withdrawal Form

- Withdrawal from the university without a grade penalty must occur no later than the end of the 10th week of classes.
- As of the 11th week of classes, a grade of WF is recorded for all.

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID</th>
<th>Semester</th>
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<tbody>
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<thead>
<tr>
<th>Present Major (and concentration if any)</th>
<th>Class (e.g., freshman)</th>
<th>Mobile Number</th>
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- I request to skip a semester/completely withdraw from American University of Sharjah for the _________ semester for the following reason(s). Please choose one or more of the options:

  - [ ] Financial reasons
  - [ ] Lost my financial aid
  - [ ] Academic reasons
  - [ ] Student social life
  - [ ] Family reasons
  - [ ] Health reasons
  - [ ] Other ____________________________

If transferring to another institution, please share with us the institution name ____________________________

Do you intend to return to AUS at some point in the future? ____________________________

Student’s Signature: ____________________________

Head of Department’s Signature: ____________________________

**DD/MM/YYYY**

- All students skipping a semester/withdrawing from the university must visit the following departments to clear their records in the order they are shown below, without exception.

1. University Health Center
   - Initials or Official Stamp:

2. Office of Student Residential Life (Student Center)
   - Initials or Official Stamp:

3. Sharjah Islamic Bank
   - Initials or Official Stamp:

4. University Library
   - Initials or Official Stamp:

5. Office of Enrollment Management/Sponsorship Liaison Officer
   - Initials or Official Stamp:

6. Visa and Equalization Services
   - Initials or Official Stamp:

7. Safety and Security Department
   - Return the AUS ID
   - Return AUS car sticker
   - Initials or Official Stamp:

8. Office of Financial Grants and Scholarships
   - Initials or Official Stamp:

9. Student Accounts Department
   - Initials or Official Stamp:

10. Office of Graduate Studies (for graduate level student only)
    - Please submit this form to OGS at least three days prior to your leaving the university to allow a smooth processing of your request.
    - Initials or Official Stamp:

11. Office of the Registrar
    - Initials or Official Stamp: ____________________________
    - DD/MM/YYYY