

# 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 Admissions and Records, Records Service Center, 901 West Illinois Street, Urbana

**FOR ADMISSIONS AND RECORDS OFFICE USE ONLY**

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

Comments \_\_\_\_\_