



# AMERICAN UNIVERSITY OF IRAQ, SULAIMANI

## UNDERGRADUATE WITHDRAWAL

Effective Date \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Reason(s) for Withdrawal from AUIS: \_\_\_\_\_

### **Library**

- Returning borrowed books during the semester or before the deadline

Library Manger \_\_\_\_\_

### **Scholarship Office**

- Only scholarship and sponsored students are requires to obtain this signature.

Scholarship Office \_\_\_\_\_

### **Student Services**

1. Check out of dorm room (if applicable)
2. Check on any pending fees / keys / lockers

Student Services \_\_\_\_\_

### **Dean of Students and advisor**

- Make sure there are no pending academic issues

Dean of Students \_\_\_\_\_

### **Finance**

- Pay off outstanding debts and fees

Bursar \_\_\_\_\_

### **Registration and Records Office**

Registration and Records Director \_\_\_\_\_

1. Return ID card and completed form to the Registration and Records Office.
2. Take high school certificate and/or other official documents.

Processed by \_\_\_\_\_

1. TO BE ENTERED IN SONIS ON THE SAME DATE
2. TO BE PLACED IN PERMANENT STUDENT FILE