

PROGRAMME WITHDRAWAL CLEARANCE FORM

Borang Permohonan Berhenti Pengajian

A. PERSONAL DETAILS / Butiran Diri Pelajar

Full Name _____

Matric Number _____ Passport Number _____

Current Address _____

Permanent Address _____

Mobile Number: _____ e-Mail : _____

B. ACADEMIC DETAILS / Butiran Akademik

Programme Master Ph.D

Mode Full Time Part Time

Institute / Faculty _____

Main Supervisor (*for research student only*) _____

Checked by: (*official stamp*)

Programme Chairman

C. VERIFICATION DETAILS / Butiran Pengesahan

No.	Departments	Notes	Verification
1	Bursary Settled all the outstanding fees and other charges/fines at Bursary	Payment made <input type="checkbox"/> attach slip to CGS for record keeping purposes	Assistant Treasury Date:
2	Centre for International Affairs (for international students) Shorten student visa Original passport 2 copies of passport (excluding blank pages) Original flight ticket(s)/ new institution offer letter Payment for special pass MYR100 Personal bond refund letter	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Assistant Registrar Date:

VERIFICATION DETAILS / Butiran Pengesahan	
3	<p>School / Institute / Faculty</p> <p>Returned notebook PC/ desktop (if applicable) <input type="checkbox"/></p> <p>Returned room / cubicle key <input type="checkbox"/></p> <p>Returned book/journal <input type="checkbox"/></p> <p>Verified by: _____</p> <p>Dean (official stamp)</p> <p style="text-align: right;">Assistant Registrar Date:</p>
4	<p>Library</p> <p>Returned books / inventory <input type="checkbox"/></p> <p>Settled outstanding charges / fines <input type="checkbox"/></p> <p style="text-align: right;">Librarian Date:</p>
5	<p>Security Department</p> <p>Settled all summons / charges <input type="checkbox"/></p> <p>Outstanding summons / charges <input type="checkbox"/></p> <p style="text-align: right;">Assistant Registrar Date:</p>
6	<p>Centre for Graduate Studies</p> <p>Returned student card <input type="checkbox"/></p> <p>Settled all outstanding fees/charges <input type="checkbox"/></p> <p style="text-align: right;">Assistant Registrar Date:</p>
D. APPROVAL DETAILS / Butiran Kelulusan	
7	<p>Remarks:</p> <p>_____ Director Centre for Graduate Studies</p>
8	<p>Office Use:</p> <p>1. Termination Letter issued <input type="checkbox"/></p> <p>2. System updated <input type="checkbox"/></p> <p>3. e-Mail sent to student <input type="checkbox"/></p>