

**CENTRE FOR GRADUATE STUDIES  
UNIVERSITI TUN HUSSEIN ONN MALAYSIA  
WITHDRAWAL FROM ACADEMIC ENROLLMENT**

Dean,  
Centre for Graduate Studies,  
Universiti Tun Hussein Onn Malaysia,  
86400 Parit Raja, Batu Pahat,  
Johor Darul Ta'zim

Dear Professor,  
**WITHDRAWAL FROM ACADEMIC ENROLLMENT**

Notice of Withdrawal from Postgraduate Study for Semester \_\_\_\_\_, Session \_\_\_\_\_ is hereby submitted. The requisite actions have been duly fulfilled as per the stipulated requirements.

**SECTION A: STUDENT'S PERSONAL DETAILS**

**NRIC / PASSPORT NUMBER** :

**MATRICULATION NUMBER** :

**FULL NAME** : \_\_\_\_\_

**FACULTY** : \_\_\_\_\_

**ACADEMIC PROGRAMME** : \_\_\_\_\_

**SECTION B: WITHDRAWAL JUSTIFICATIONS**

The application for the withdrawal of the study is hereby submitted due to the following reasons.

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<b>SECTION C: WITHDRAWAL REQUIREMENTS</b>		
<b>ACTION</b>	<b>APPROVAL</b>	<b>COMMENTS / REMARKS</b>
All items and equipment had been returned to respective faculty	_____ Academic Advisor	_____ _____
Room keys had been returned to Student Residential Office	_____ Student Residential Office	_____ _____
Sports equipment had been return to the Sport Centre	_____ UTHM Sport Centre	_____ _____
All the due payment had been resolved	_____ UTHM Bursary	_____ _____
All loaned books had been returned to UTHM Library.	_____ UTHM Library	_____ _____
Student Identification Card had been return to CGS	_____ Centre for Graduate Studies	_____ _____
Visa cancellation and return of student pass	_____ UTHM International Office	_____ _____

Yours sincerely,

STUDENT'S SIGNATURE

NAME : \_\_\_\_\_

CORRESPONDENCE ADDRESS : \_\_\_\_\_

PHONE NUMBER : \_\_\_\_\_

**SECTION D: OFFICE USE ONLY**

**APPROVAL LETTER**

**UPDATED STUDENT'S RECORD  
IN SMP**

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**OFFICAL STAMP AND  
INITIALS**