



# Withdrawal from AUK

This form must be submitted to the Office of the Registrar. It is recommended that you check the University's refund schedule prior to submitting this request

Student Name: \_\_\_\_\_  
Last First Middle

Student ID Number 

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Are you a Scholarship Student?  YES  NO Phone number: \_\_\_\_\_

Declared  Undeclared

**Withdraw me from AUK effective the following semester:**

Fall  Spring  Summer Year 

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I am requesting complete withdrawal from AUK for the following reason(s):

Personal reasons  Transfer to another institution in Kuwait (*please name*) \_\_\_\_\_

Financial reasons  Transfer to another institution abroad (*please state country*) \_\_\_\_\_

Other (please explain): \_\_\_\_\_

To be used when the student wants to **“Withdraw from AUK”**. The form is to be submitted by the deadline to withdraw with a “W” for the semester in question.  
All returning students must meet the readmission requirements and all admissions deadlines, if applying after one academic year.  
If the student takes courses elsewhere during this period, only a maximum of 60 credit hours will be transferable towards the degree program.

**AUK Staff use *only***

**Exit Interview Comments/Remarks:**

\_\_\_\_\_  
Student's Signature & Date

\_\_\_\_\_  
Scholarship Office (*All Students*) Signature & Date

\_\_\_\_\_  
Academic Advising Center Signature & Date

\_\_\_\_\_  
Library (*All Students*) Signature & Date

\_\_\_\_\_  
Department Chair (**Declared Students**) Signature & Date

\_\_\_\_\_  
Finance Department (*All Students*) Signature & Date

\_\_\_\_\_  
Dean's Signature & Date (**CAS Dean for undeclared**)

Office of the Registrar  
American University of Kuwait  
☎ Tel: + (965) 224 8399 ext. 3164  
☎ Fax: + (965) 2571 5891

Last Modified: May, 2014

**RO USE ONLY:**  
Processed by: \_\_\_\_\_  
(Initials)  
Date: \_\_\_\_\_