Points to keep in mind when filling out the Application for Withdrawal from University

* Please present your Student ID Card at the time of the submittal.
* After the submittal, the guarantor will be contacted by telephone to confirm his or her intent. If the submittal is made by the guarantor, the applicant will be contacted by telephone. A telephone number which is easily accessible during the daytime on weekdays may be requested.

Both applicant and guarantor must sign their names in the respective fields.

Address and telephone number should be those registered with the University.

If the reason for withdrawal is due to personal reasons, describe them in detail.

If you are receiving a scholarship or student loan, make sure to take the necessary procedures at the Student Life Section before submitting this form.

Under normal circumstances, the date of withdrawal is when registration is completed AND the last day of the semester for which academic fees were paid (9/21 for the Spring Semester and 3/31 for the Fall Semester). Any other dates, please contact us.