

Withdrawal from the University (Graduate Research Students)

Please read the instructions and general notes on the 2nd page of this form.

To: Supervisor/Head of Department/Vice Dean

I wish to withdraw from the University for the reason below (please tick only 1 of the following boxes):

- | | | | |
|--------------------------|---------------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | Unable to cope with studies | <input type="checkbox"/> | National Service commitment |
| <input type="checkbox"/> | English language difficulties | <input type="checkbox"/> | Obtained employment |
| <input type="checkbox"/> | Financial difficulties | <input type="checkbox"/> | Medical reasons |
| <input type="checkbox"/> | Overseas study (self-financing) | <input type="checkbox"/> | Not interested in the course |
| <input type="checkbox"/> | Overseas study (scholarship) | <input type="checkbox"/> | Personal difficulties |
| <input type="checkbox"/> | Others (please specify): | | |

Name: _____

Student Number: _____

Programme of Study: _____

Current Year of Study: _____

Citizenship: _____

Mailing Address: _____

NUS Email: _____

Telephone (Home) : _____

Telephone (Mobile) : _____

I _____ a scholarship holder.

Name of scholarship:
(If applicable) _____

- ✓ I declare the above information is true.
- ✓ I understand that access to University's resources and facilities shall cease immediately after the withdrawal has taken effect.
- ✓ I understand that it is my responsibility to immediately back up my NUS emails, return all NUS library books and settle all outstanding fees, where applicable.

Signature

Date

* Please delete accordingly.

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Supervisor(s)' Acknowledgement

Remarks (if any):

Supervisor's Name	Supervisor's Signature	Date
Supervisor's Name	Supervisor's Signature	Date
Supervisor's Name	Supervisor's Signature	Date

Head of Department's Acknowledgement

Remarks (if any):

If student is a research scholar, please indicate with a tick if the scholarship is to be terminated with effect from date of withdrawal notification (student's signature date).

Head of Department's Signature	Date
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Vice Dean/Director/Nominee's Acknowledgement

(completed form to be forwarded to Registrar's Office)

Remarks (if any):

Vice Dean/Director/Nominee's Signature	Date
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Instructions

For Graduate Research Students

This Withdrawal Form must be completed and returned with your student card through your supervisor(s), Head of Department, to Vice Dean of Faculty/School. Generally, a letter confirming your withdrawal from the University will be sent to you within three weeks after submission of the form.

For Graduate Coursework Students

Please confirm with your respective Faculty/School for information on the withdrawal procedure.

General Notes

1. A student who leaves the University after the second instructional week of a semester is liable to pay fees for the whole semester.
2. **For students who have modules registered for the semester**, depending on when (during the semester) they notify the University of their intention to withdraw, their module(s) and candidature withdrawal status will be recorded as follows:

Notification of withdrawal	Module(s) registered for the semester	Withdrawal Status
By end of Instructional Week 2*	Remove from record completely.	Take effect from the date of application.
First day of Instructional Week 3* through to last day of Reading Week*	Record with a "WU" grade representing "withdrawal from university".	

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Notification of withdrawal	Module(s) registered for the semester	Withdrawal Status
First day of Examination Period* through to last day of Vacation*	Record with final grade(s) awarded by the University.	Withdrawal will not be processed until after results release. Withdrawal will only take effect from the first day of the following semester.

* Please refer to [Academic Calendar](#) for the actual date.

3. Students who withdraw after registering for modules during Special Term Part 1 and 2 will have their module(s) and candidature withdrawal status recorded as follows:

Notification of withdrawal	Module(s) registered for the semester	Withdrawal Status
By end of Week 1*	Remove from record completely.	Take effect from the date of application.
First day of Week 2* through to the day before start of Examination*	Record with a "WU" grade representing "withdrawal from university".	
First day of Examination* through to last day of Vacation*	Record with final grade(s) awarded by the University.	Withdrawal will not be processed until after results release. Withdrawal will only take effect from the following semester.

* Please refer to [Academic Calendar](#) for the actual date.

4. For international students holding a Student's Pass, the University will inform the Immigration and Checkpoints Authority (ICA) of the withdrawal. Students must cancel their Student's Pass within seven days from the date of the withdrawal letter using a prescribed "[Cancellation/Surrender of Student's Pass/Long-Term Visit Pass](#)" form (which is downloadable from the [ICA website](#)). The Student's Pass card and the cancellation form are to be submitted to the Controller of Immigration at ICA Headquarters or at any immigration checkpoints upon departure. Any spouse/child social visit pass sponsored by the University will also have to be cancelled accordingly.
5. Students who have withdrawn from the University and subsequently decide to return to the same programme of study will have to apply for readmission and be subjected to the prevailing tuition fee rate and policy. However, if the decision to return is taken within 12 months from date of withdrawal, the student may submit a request with justifications for reinstatement of candidature to their Faculty/School for consideration. Reinstatement of candidature will be considered on a case-by-case basis and is not guaranteed. An administrative fee of S\$250 is payable for approved reinstatement of candidature. For those on MOE-subsidised programmes and are successful in gaining reinstatement/readmission, they will be subjected to the [eligibility guidelines for MOE subsidy](#).