

BEIJING NORMAL UNIVERSITY - HONG KONG BAPTIST UNIVERSITY  
UNITED INTERNATIONAL COLLEGE  
Academic Registry

APPLICATION FOR OFFICIAL WITHDRAWAL

Name: \_\_\_\_\_ Student No.: \_\_\_\_\_ Study Year: \_\_\_\_\_ Study Programme: \_\_\_\_\_

Address: \_\_\_\_\_ Contact Tel. No.: \_\_\_\_\_

I hereby submit my request for official withdrawal from the United International College. My reason for withdrawal from the University is: (Please '√' the appropriate box)

- ☐ Studying abroad (Please specify the country): \_\_\_\_\_ ☐ Re-sit National College Entrance Examinations
- ☐ Taking up a job ☐ Health problem ☐ Other reason(s): \_\_\_\_\_

*Notes: (1) It normally takes **5 working days** for the Academic Registry to approve applications; (2) students are obliged to attend classes before receiving the approval; (3) **applications for withdrawal will not be entertained one week before the final examination** of each semester; and (4) for newly admitted students who submit applications for withdrawal before the commencement of the academic year, their applications take immediate effect.*

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach an application letter either in Chinese or English with your parent's signature and date to certify that the parent's knowledge of this application.**

**For Office Use Only**

Form Received by: \_\_\_\_\_ on \_\_\_\_\_ Confirm with student's parent: \_\_\_\_\_ on \_\_\_\_\_

**For internal use of Academic Registry**

Clearance Procedures:

- ☐ Change of Student Status Record  
☐ Course Registration Record(s)  
☐ Notification to Faculty/Department  
☐ Notification to Student Affairs Office  
☐ Notification to Finance Office  
☐ Notification to School of General Education  
☐ Notification to Learning Resource Centre

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Associate Academic Registrar