



Inter American University of Puerto Rico
Registrar's Office

OFFICIAL TOTAL WITHDRAWAL FORM

Student Information

1. Student Number: _____ 2. Surnames: _____
First Name: _____ 3. Phone: _____ 4. E-mail: _____
5. Academic Term: _____ 6. Academic Unit: _____

REASON FOR THE TOTAL WITHDRAWAL

- | | |
|--|---|
| ☐ Low grades | ☐ Insufficient financial aid |
| ☐ Problems with the financial aid process | ☐ Pregnancy |
| ☐ Conflict with my job schedule | ☐ Personal or family problems |
| ☐ Moving within Puerto Rico | ☐ Illness |
| ☐ Military activation | ☐ Moving away from Puerto Rico |
| ☐ Can't find the courses I need | ☐ Child care |
| ☐ Problems with transportation | ☐ Loss of employment |
| ☐ Others: _____ | |
- ☐ I certify that I am requesting to withdraw from all of the courses in which I enrolled in the academic term indicated in box #5.

* Date_____
Student's Signature_____
Professional Counselor's Signature_____
Financial Aid Director or Technician's Signature_____
Registrar or Technician's Signature

* The date to the left of the student's signature will be considered as the date the student made the decision to withdraw.

INSTRUCTIONS

A total withdrawal means dropping all the courses in which you are enrolled at the University. To complete the process, follow the instructions below:

Onsite Students

1. Complete all sections of the student information block.
2. Certify with a check mark (✓) that you are requesting to withdraw from all the courses in which you are enrolled during the academic term indicated.
3. Request the signature of the professional counselor as evidence that you received orientation. Write the date and sign the document.
4. Request the signature of the Financial Aid Officer.
5. Submit the completed form to the Registrar's Office. The Registrar's Office will enter the withdrawal in the system and the effective date will correspond to the date shown at the left of the student's signature.

Online Students

1. An online student may request an official total withdrawal by sending the professional counselor an e-mail in which he indicates his complete name, student number and the academic term from which he wants to withdraw.
2. The professional counselor will complete the form with the information provided by the student and submit it to the Registrar's Office along with a copy of the e-mail.
3. The Registrar's Office will enter the withdrawal in the system and the effective date will correspond to the date the student sent the e-mail.