



REQUIRED TO WITHDRAW FROM GRADUATE PROGRAM FOR NON-REGISTRATION

STUDENT INFORMATION:

Student Number:

Given Name:

Family Name:

Address: PLEASE ENSURE ADDRESS IN THE SSC IS CURRENT.

Email:

Degree (e.g. PhD):

Program:

Please withdraw student from:

Degree

in

Graduate Program

Requested Date of Withdrawal: (yyyy/mm/dd)

Please see <http://www.grad.ubc.ca/current-students/managing-your-program/withdrawal-non-registration> for additional information on withdrawal for non-registration.

Date of last registration (e.g. 2013, Winter, Term 1): (yyyy/mm/dd)

Date of last known contact with student: (yyyy/mm/dd)

Failure to register for two consecutive terms may result in the student being required to withdraw. The program must make reasonable attempts to contact the student by e-mail, regular mail, **and registered mail**, and **must attach documentation of these attempts to this form**.

- ☐ Copy of e-mail(s) sent to student are attached.
- ☐ Copy of letters and registered letter(s) sent to student are attached.
- ☐ Memo confirming that the student has not been registered and has not been in attendance is attached.

Comments:

Approval of Supervisor:

Signature

Name (please print)

Program

Date (yyyy/mm/dd)

Approval of Graduate Advisor or Head of the Graduate Program:

Signature (must be different from above)

Name (must be different from above)

Program

Date (yyyy/mm/dd)

Graduate Studies use only:

Date of Approval

Signature of Associate Director (SAS) or G+PS clerk

Processed / notification sent by G+PS clerk