

 UNIVERSITI MALAYSIA KELANTAN	UMK(B01.02.04)(4-19) Pind 1/2019	Tarikh Kkuatkuasa Effective Date	16 Januari 2019 16 January 2019
	PERMOHONAN TARIK DIRI PENGAJIAN / APPLICATION FOR WITHDRAWAL OF STUDY Semester: September / Februari 20__ / 20__		
NOTA/ NOTES			
1. Borang ini digunakan oleh pelajar yang ingin membuat permohonan Tarik Diri Pengajian . <i>This form is used by the student who wants to apply for Withdrawal of Study.</i> 2. Sila bincang dengan pihak Penasihat Akademik/ Fakulti sebelum mengemukakan permohonan ini. <i>Please discuss with Academic Advisor/ Faculty before submitting this application.</i> 3. Pelajar perlu melampirkan dokumen sokongan untuk menyokong permohonan pelajar. <i>Students are required to attach supporting documents to substantiate this application.</i> 4. Pelajar perlu melengkapkan borang ini sebelum dihantar ke Pejabat Pentadbiran Fakulti. Pihak fakulti berhak menolak borang permohonan yang tidak lengkap. <i>Students are to complete this form before submitting it to Faculty Administration's Office. The Faculty reserves the right to reject incomplete form.</i>			
A. MAKLUMAT PELAJAR/ STUDENT'S INFORMATION			
Nama/ Name			
No. Kad Pengenalan/ Pasport Identity Card No./ Passport		No. Matrik/ Matric No.	
No. Telefon/ Phone no.		Emel/ E-mail	
Fakulti/ Faculty		Semester/ Semester	
Program/ Programme			
Alamat/ Address			
Sebab-sebab penarikan diri*/ Reasons for withdrawal*		Tandatangan/ Signature	
		Tarikh/ Date	
*Sila sertakan surat/ dokumen sokongan, jika ada. <i>Please attach relevant/ supporting documents, if any.</i>			
B. ULASAN PENASIHAT AKADEMIK/ COMMENTS FROM ACADEMIC ADVISOR			
		Tandatangan & Cop Rasmi/ Signature & Official Stamp	
		Tarikh / Date	
C. ULASAN PEGAWAI PSIKOLOGI UNIVERSITI/COMMENTS FROM UNIVERSITY COUNSELOR			
		Tandatangan & Cop Rasmi/ Signature & Official Stamp	
		Tarikh / Date	
D. PENGESAHAN DARIPADA PUSAT TANGGUNGJAWAB BERKAITAN/ VERIFICATION FROM RELATED DIVISIONS			
1. BAHAGIAN PENTADBIRAN AKADEMIK/ ACADEMIC ADMINISTRATION DIVISION <input type="checkbox"/> Telah memulangkan peralatan ICT/ Returned the ICT device No. Siri/ Serial No. : _____ Ulasan / Comment : _____		Tandatangan & Cop Rasmi/ Signature & Official Stamp	
		Tarikh / Date	

2. PEJABAT BENDAHARI/ BURSARY'S OFFICE <input type="checkbox"/> Telah membayar semua yuran/denda yang dikenakan. <i>Paid all fees/fines.</i> Ulasan / Comment : _____		Tandatangan & Cop Rasmi/ Signature & Official Stamp	
		Tarikh / Date	
3. PEJABAT PERPUSTAKAAN/ LIBRARY'S OFFICE <input type="checkbox"/> Telah memulangkan buku dan membayar kompaun/ denda. <i>Returned all borrowed material to library and paid all fines.</i> Ulasan / Comment : _____		Tandatangan & Cop Rasmi/ Signature & Official Stamp	
		Tarikh / Date	
4. PEJABAT HAL EHWAL PELAJAR/ STUDENT AFFAIRS'S OFFICE <input type="checkbox"/> Telah membayar semua kompaun/ denda yang dikenakan. <i>Paid all compounds/ fines.</i> Ulasan / Comment : _____		Tandatangan & Cop Rasmi/ Signature & Official Stamp	
		Tarikh / Date	
5. BAHAGIAN KESELAMATAN/ SAFETY DIVISION <input type="checkbox"/> Telah membayar semua kompaun/denda yang dikenakan. <i>Paid all compounds/ fines.</i> Ulasan / Comment : _____		Tandatangan & Cop Rasmi/ Signature & Official Stamp	
		Tarikh / Date	
E. ULASAN DAN SOKONGAN DEKAN FAKULTI/ COMMENTS AND RECOMMENDATIONS FORM FACULTY'S DEAN			
*DISOKONG/ TIDAK DISOKONG *RECOMMENDED/ NOT RECOMMENDED		Tandatangan & Cop Rasmi/ Signature & Official Stamp	
		Tarikh / Date	
F. KELULUSAN TIMBALAN NAIB CANSELOR (AKADEMIK & ANTARABANGSA)/ APPROVAL BY DEPUTY VICE CHANCELLOR (ACADEMIC & INTERNATIONAL)			
*DILULUSKAN/ TIDAK DILULUSKAN *APPROVED/ DISAPPROVED		Tandatangan & Cop Rasmi/ Signature & Official Stamp	
		Tarikh / Date	
G. BAHAGIAN PENTADBIRAN AKADEMIK/ ACADEMIC ADMINISTRATION DIVISION			
Status pelajar telah dikemaskini/ <i>Student's Status updated</i>		<input type="checkbox"/>	Surat telah dikeluarkan/ <i>Letter issued</i>
			<input type="checkbox"/>
Catatan Notes		Tandatangan & Cop Rasmi Signature & Official Stamp	
		Tarikh / Date	

Catatan/ Notes:

- Salinan Pertama/ First Copy - Fakulti/ Faculty
- Salinan Kedua/ Second Copy - Pelajar/ Students (Pelajar bertanggungjawab untuk membuat simpanan sendiri/ Students are responsible to make own copy)