

**OFFICE OF THE UNIVERSITY REGISTRAR**

Londýnská 41, 120 00 Prague 2, Czech Republic

Email: [registrar@unyp.cz](mailto:registrar@unyp.cz)**Withdrawal from UNYP****Student Details**

Student Full Name:			
ID Number:		E-mail Address:	
Program:		Major:	

Effective Date of Withdrawal (dd.mm.yyyy): **Reason for Withdrawal** (tick please one box only)

<input type="checkbox"/>	Academic reasons	<input type="checkbox"/>	Health reasons	<input type="checkbox"/>	Personal reasons
<input type="checkbox"/>	Financial reasons	<input type="checkbox"/>	Employment	<input type="checkbox"/>	Not interested
<input type="checkbox"/>	Other (please specify):				
<input type="checkbox"/>	Transfer to another University (name, country):				

I confirm that the information I have given is correct to the best of my knowledge and that I fully understand the implications of withdrawing from my current program, in accordance with UNYP's Policies and Procedure.

Student's Signature: ..... Date: .....

**TO BE COMPLETED BY ACADEMIC ADVISOR**

Comments/Recommendation: .....

Academic Advisor's Name and Signature: ..... Date: .....

**TO BE COMPLETED BY UNYP ADMINISTRATION****Step 1: Library (Londýnská 32)**

Staff Member's Name: ..... Date: .....

Comments: .....

Signature &amp; Stamp

**Step 2: International Office/Student Affairs (Londýnská 32) – visa students only**

Staff Member's Name: ..... Date: .....

Comments: .....

Signature &amp; Stamp

**Step 3: Accounting (5<sup>th</sup> floor, Londýnská 41)**

Staff Member's Name: ..... Date: .....

Comments: .....

Signature &amp; Stamp

**Step 4: Office of the Registrar (4<sup>th</sup> floor, Londýnská 41)**

Name and signature: ..... Date: .....

Signature &amp; Stamp

## Registrar notes:

1. Enter study pause date into the student's **last active semester**, add SPD comments. If last active semester is Summer, add it to previous Spring too so it's trackable in main semesters.
2. Do not enter study pause dates in advance if student is still active - as the name would disappear from all lists!
3. If the student is registered in courses in semester following the study pause date, remove the courses & the "lišta" from that future semester.
4. Study pause date should be between end of classes of the last active semester and beginning of next semester.