STUDENT CHECKLIST

Curtin University
Dubai

SERVICE REQUESTED

Withdrawn: ☐ State Reason for Withdrawal

Graduated: ☐

Terminated: ☐

Visa cancellation only: ☐ (Please select if you are on student visa sponsored by the University)

Student Name	
Student ID	
Mobile Number	
Email Address	
Program	
Date	

Signature:

TO BE COMPLETED BY CURTIN UNIVERSITY STAFF ONLY

STUDENT SERVICES

Description	Status	Date
Withdrawal form		
Course completion form		
Termination Notification		
Curtin Email Access		

Signature:

REASON FOR THE WITHDRAWAL

1. Transfer to another campus. ☐

2. Moving to home country ☐

3. Moving to another university ☐

4. Financial issues ☐

5. Others, Please specify

IT/TECHNICAL

Description	Status	Date
Student Access card		
Others (if any)		

Signature:

VISA AND TRANSPORT

Description	Status	Date
Visa Cancellation if applicable		
University transportation clearance		
Others		
	Signature:	

STUDENT LIFE

Description	Status	Date
Clubs handover, if any		
Others (if any)		
	Signature:	

LIBRARY

Description	Status	Date
Books,textbooks,reference books,etc		
Calculators etc		
Others (if any)		
	Signature:	

FINANCE

Description	Status	Date
Tuition fees		
Transportation fees		
Visa Related Fees		
Others (if any)		
	Signature:	
	Signed by Finance & Accounts Manager:	

* Signature of the individual department representatives indicate acknowledgment of the receipt of the item.

***Only after the signature of the F&A Manger & Head of Academic, transcripts can be issued & refunds can be made if any.

Note: The visa deposit will be refunded within 7-10 working days after the student's file is closed in the UAE Immigration system.