



**UNIVERSITI TUN HUSSEIN ONN MALAYSIA
APPLICATION FOR TERMINATION OF STUDY**

**Director
Academic Management Office
Universiti Tun Hussein Onn Malaysia**

Dear Sir,

APPLICATION FOR TERMINATION OF STUDY

I would like to request for study termination in Semester _____ of Session _____ and I have done the following:

ACTION	VERIFIED BY	REMARKS
i. Returned all items belonging to the Faculty, including my room key.	_____ Assistant Registrar	
ii. Returned my hostel room key.	_____ Residential College	
	_____ Student Affairs	
iii. Returned all sports and other equipment.	_____ Sport Centre	
iv. Settled all outstanding payments.	_____ Bursary	
v. Returned all library books.	_____ Library	
vi. Check Out Memo (COM) *Only for International Students	_____ International Office	
vii. Submit Termination Application Form	_____ Academic Management Office	

2. The reason(s) for my termination is/are (*with attachment*) :

Yours sincerely,

Date : _____
Name : _____
Identity Card No. : _____ **Matriculation No.** : _____
Year / Programme : _____
Date of Registration : _____
Address : _____

Telephone No. : _____

For the action of the Academic Management Office

The following has been done:

i) Letter of Approval ii) Amendment of Student's Record in the SMP

Name : _____

Signature : _____ Date : _____