**Change of enrolment status**

# Use this form to:

* Request a change to your enrolment status or voluntarily withdraw from your program.

# Instructions:

1. Complete sections 1 and 2
2. Submit the completed form to your academic department for approval or acknowledgement (for medical leave; request for medical leave will require you to follow the instructions on the AccessAbility Services website).
3. Your academic department will forward the form to the Faculty Associate Dean’s office and Graduate Studies and Postdoctoral Affairs for approval or acknowledgment.
4. Once your change is processed, your term fees may be updated. If you have opted out of any incidental fees for the term, you may need to do so again. You will not be able to opt out of any new fees charged as a result of an enrolment status change processed after the opt-out deadline.

For more information about this form, please review the enrolment status changes and withdrawal web page.

# Section 1: Student information

University of Waterloo student identification number

Last name(s) First name(s) Email Faculty (e.g. Arts) Department or School (e.g. History) Program (e.g. MASc, ECE) Program level:  master’s  doctoral  graduate diploma

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Study option:  thesis  master’s research paper  coursework

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# Section 2: Status change

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| **Effective term/year**:  fall, year \_  winter, year  spring, year **Select one status change option per form** |
| Full-time (from part-time) |  Full-time off-campus (e.g. internship, exchange) |
|  Part-time (from full-time) Inactive (indicate reason below) |  Co-op (one work term) Co-op (two work terms) |
| Parental leave | External research or work opportunity (unrelated to thesis) |
| Personal/family obligations | No suitable courses available |
| Temporary financial difficulties | Other  |
| Medical/illness (must follow instructions for Graduate Student Medical Leave) |

 Voluntarily withdraw, effective date of withdrawal (mm/dd/yy):\_ \_ \_

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Reason for requesting status change/withdrawal

Student signature Date (mm/dd/yy)

# Section 3: Comments, approvals and signatures

Current number of terms in program \_ Other inactive terms (e.g. fall 2018) \_ Department/Faculty comments

Supervisor(s) Date (mm/dd/yy) Graduate officer/Associate chair Date (mm/dd/yy) Associate dean, Faculty Date (mm/dd/yy)

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