NYU LAW

Office of Student Affairs
245 Sullivan Street, Room 474
New York, NY 10012
P: 212 998 6658
F: 212 995 3826
law.studentaffairs@nyu.edu

Checklist
- ☐ Complete the request form
- ☐ **Provide a memo** explaining the basis of your request
- ☐ Send all required documents to the Office of Student Affairs via email at law.studentaffairs@nyu.edu

WITHDRAWAL REQUEST FORM

Name	**University ID**	**Today's Date***
	(May be found on back of ID) N	

*Request based on when the Office of Student Affairs receives this form.

NYU Email Address *and* Alternate Email Address	**Phone Number**

*All communications will be via your NYU email account while you are visiting away.

Current Address	**Address Post Withdrawal**
_____	_____

To which address should we send a confirmation letter? ☐ **Current Address** ☐ **Post Withdrawal Address**

1. Semester(s) during which this request applies: ☐ **Fall 20_____** ☐ **Spring 20_____**

2. I am currently a: **1L** ◯ **2L** ◯ **3L** ◯ **P/T LLM** ◯ **F/T LLM** ◯ **Exec. LLM** ◯ **MSL** ◯ **Adv. Prof. Certificate** ◯

3. Are you a U.S. citizen? **Yes** ◯ **No** ◯ **If no, please indicate visa type:** _____

Answer each question below by marking an "X" in the Yes or No column at right	**YES**	**NO**
Are you currently receiving, or are scheduled to receive, financial aid/grants/loans? ***If "Yes":*** Contact Student Financial Services at (212) 998-6050 to discuss financial obligations after withdrawal.	◯	◯
Have you applied for/been accepted to Law School housing for during the semester you are withdrawing ? ***If "Yes":*** Please contact Residence Services at (212) 998-6510 and notify them of your withdrawal once it has been approved.	◯	◯
Have you registered for courses in the semester for which you are requesting withdrawal?	◯	◯
Have you paid tuition for the semester for which you are requesting withdrawal?	◯	◯

_____ Your signature Date

_____ Katie L. Shirley, Assistant Dean of Student Affairs Date