WITHDRAWAL BY FAX

Withdrawal by Fax is the right option for you ONLY IF:
You are unable to withdraw in person due to distance, illness, or injury. (To be advised about your options for withdrawal and readmission, you may want to arrange a phone appointment with a College Adviser: [http://ls-adviser.berkeley.edu/](http://ls-adviser.berkeley.edu/)). Students who are able to meet with an adviser in person should do so.
You need to withdraw from a current fall or spring semester, while classes are in session (from the first day of instruction through the last day of instruction). (To withdraw from Summer, do so through Summer Sessions: [http://summer.berkeley.edu/student-services/change/drop/add-course#Withdrawal](http://summer.berkeley.edu/student-services/change/drop/add-course#Withdrawal).)
You have paid 20% of your fees and have enrolled in at least one class for the current semester. (Otherwise, use Tele-BEARS to cancel your registration.)
You have already attended Berkeley. (New students who have neither attended Berkeley nor withdrawn from a previous semester should wait until the first day of instruction to withdraw, either by fax or in-person. New students who cancel their registration will lose their admission to Berkeley.)
You have considered how withdrawing will affect your fees and campus services. (For example, students who withdraw are assessed non-refundable fees for their transit pass and student health insurance. For more information about withdrawing, cancellation of registration, refund deadlines, and readmission, [http://registrar.berkeley.edu/current_students/registration_enrollment/canwd.html](http://registrar.berkeley.edu/current_students/registration_enrollment/canwd.html).)

Preparing yourself for withdrawal:
Students on financial aid: Find out how your financial aid might be affected by withdrawal. ([http://students.berkeley.edu/finaid/undergraduates/withdrawal.htm](http://students.berkeley.edu/finaid/undergraduates/withdrawal.htm))
International students on F-1 or J-1 visas: Check in with the Berkeley International Office regarding your visa. ([http://internationaloffice.berkeley.edu/students/Current/withdrawal.php](http://internationaloffice.berkeley.edu/students/Current/withdrawal.php))
Student Athletes: Check in with your coach and with your adviser in the Athletic Study Center.
Students who are withdrawing because of a medical or psychological reason: Consider a medical withdrawal. (To see if a medical withdrawal is to your advantage: [http://uhs.berkeley.edu/students/counseling/medicalwithdrawals.shtml](http://uhs.berkeley.edu/students/counseling/medicalwithdrawals.shtml).)

YOUR CONTACT INFORMATION (Please update your contact information on BearFacts so that we can reach you, if necessary, about your withdrawal or readmission.):

NAME ____________________________ SID ____________________________

EMAIL (Please write legibly as your confirmation will be sent to your email address.)

YOUR SEMESTER
IF YOU ATTENDED CLASSES THIS SEMESTER, write the last class you attended and the exact date of that class:

IF YOU DID NOT ATTEND CLASSES THIS SEMESTER, write clearly "I never attended [Fall/Spring, Year]:"

YOUR REASON FOR WITHDRAWAL

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SIGNATURE ____________________________ DATE ____________________________

QUESTIONS? Call (510) 642-1483. FAX COMPLETED FORM TO: Office of Undergraduate Advising, 510-642-2372
Petitions received by 4:00 pm PST will be processed that day. Petitions received after 4:00 pm PST will be processed the next working day. Incomplete petitions will not be processed.