

How to Cancel Enrollment?

Process Steps	Related System / Document to be Used
Step 1: The student who wants to cancel registration submits the requested form to the School of Graduate Studies in-person or via e-mail through the Department Secretary.	- Exmatriculation Form
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Step 2: The Graduate School Administrative Board makes its decision after discussion.	
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Step 3: The decision is sent to the Student Affairs Office for processing by the School of Graduate Studies.	- Decision of the Graduate School Administrative Board - Exmatriculation Form
<p>Note 1: The semester fee is not requested from students who cancel the registration until the last day of the add-drop period.</p> <p>Note 2: After the end of the add-drop period, a student who applies for canceling registration has to pay the entire semester. Their payment for the following semester is returned if there is no debt to the university and the student returns the equipment undamaged.</p>	