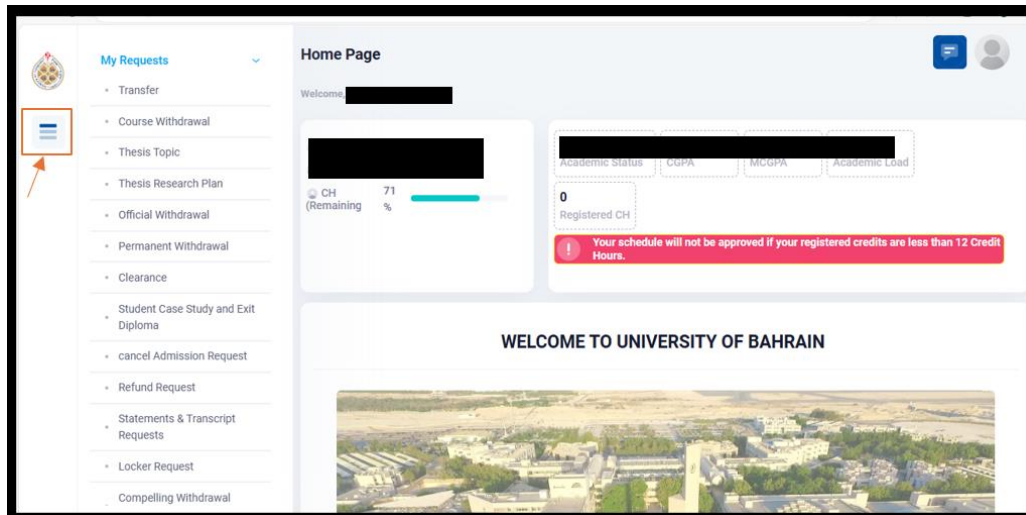




New Student Information System User Manual

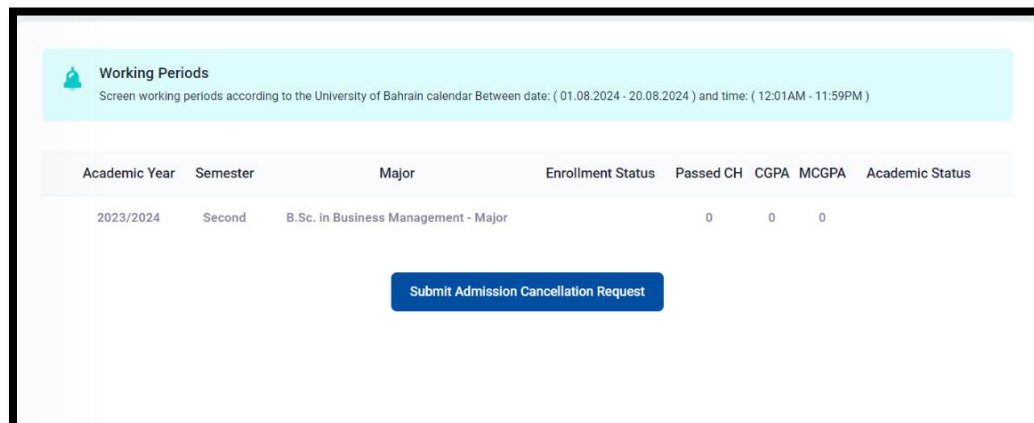
User Account: Student
Request: Cancel Admission

Steps to make the request:



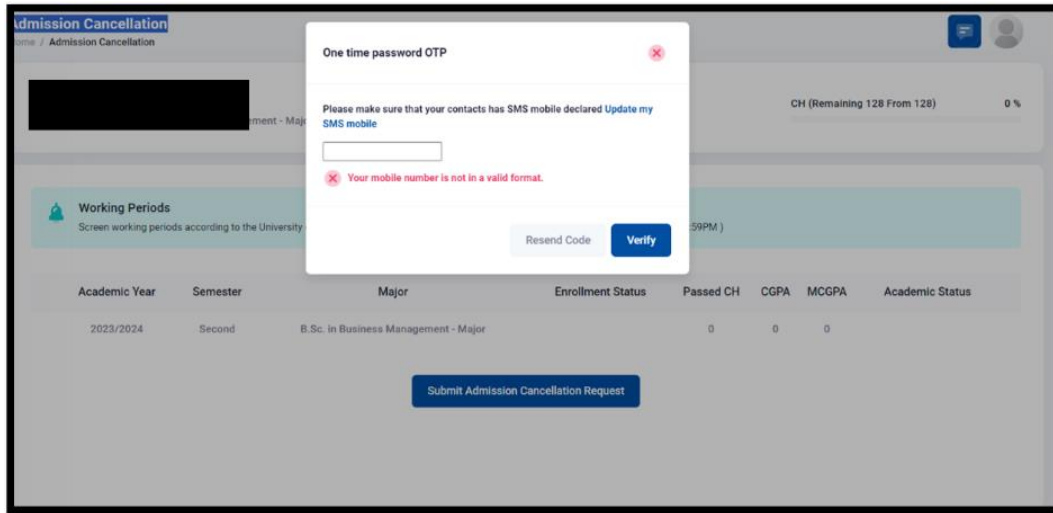
1. Accessing the Cancel Admission Request Function

- Navigate to the system's home page.
- Locate and click on the menu icon positioned on the left side of the page.
- From the displayed menu, select "My Requests".
- Choose "Cancel Admission Request" from the subsequent options.



2. Initiating the Cancel Admission Request

- Note: This service is exclusively available for students accepted during the current semester.
- Verify that the submission period is open. If closed, request submission is not possible.
- If the period is open, click on "Submit admission cancellation request".



3. Verification Process

- Upon submission, you will receive a text message with a verification code.
- Enter the received code in the designated field.
- Click "Verify" to confirm your request.
- If your registered phone number is invalid, click on "Update my mobile SMS" to update your contact information.

4. Track the status of your request:

- "New" status indicates the request is pending review.
- "Approved" status indicates the request has been accepted.

5. Cancellation option:

- You may cancel the request if its status is "New".
- To cancel, click on the "Remove Cancel Admission Request" button.
- Cancellation is only possible before the request is approved by the Admissions and Graduate Affairs Department.