



REQUEST TO CLOSE STUDENT FILE

طلب إغلاق ملف طالب

STUDENT NAME

STUDENT FILE NUMBER

DEGREE LEVEL

PROGRAM

INSTITUTION

STUDENTS CLOSING THEIR FILE DUE TO GRADUATION - PLEASE COMPLETE THIS SECTION:

Degree completion date: _____

You will need to provide the following documents before (LCAO) can complete your Close File Report to the Ministry and before any travel can be arranged:

- Final transcript
- Copy of your graduation certificate and/or diploma
- If neither of the above documents is available, proof of graduation in the form of a letter from your institution/department
- If applicable, **two (2) copies of your thesis** (to be submitted by mail to LCAO) with the Thesis Reimbursement Form

Do you authorize LCAO to publish your name on the LCAO website regarding your graduation?

- YES NO

STUDENTS CLOSING THEIR FILE FOR OTHER REASONS - PLEASE COMPLETE THIS SECTION:

Date you were last enrolled in classes : _____

You will need to provide the following document before LCAO can complete your Close File Report to the Ministry and before any travel can be arranged:

- A letter in Arabic and English explaining the reasons for terminating your studies;

Why are you Closing your File? (Select One Option):

- My scholarship period ended, and I can't afford to financially support myself for the time I would need to complete my degree.
- I plan on transferring to another country (specify country): _____
- Voluntary withdrawal due to personal or academic reasons. Please specify :

- _____
- Other :
- _____

CLOSE OF FILE POLICY

LCAO will issue a “**Close File letter**” to the Libyan Ministry of higher Education and Scientific Research and to the student.

Note: To request your final travel tickets, please also complete the separate Travel Request Form.

Signature of Student

Date of Submission