

## **REQUEST TO CLOSE FILE**

CBIE STUDENT NUMBER
COUNTRY OF STUDY
STUDENT NAME
DEGREE LEVEL
PROGRAM
INSTITUTION
STUDENTS CLOSING THEIR FILE DUE TO GRADUATION - PLEASE COMPLETE THIS SECTION:
egree completion date:
ou will need to provide the following documents before CBIE can complete your Close File Report to the inistry and before any travel can be arranged:
☐ Final transcript;
☐ Copy of your graduation certificate and/or diploma;
☐ If your neither of the above documents is available, proof of graduation in the form of a letter from your department
If applicable, <b>two (2) copies of your thesis</b> (to be submitted by mail to CBIE) with the <u>Thesis</u> <u>Reimbursement Form</u>
ease provide a brief description of your professional plans in Libya:
o you authorize CBIE to publish your name on the CBIE Facebook page regarding your graduation?
□YES □NO

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

Date you w	vere last enrolled in classes:	
	eed to provide the following document before CBIE can complete your Close File Report to the nd 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 ESL period ended, and I was unable to gain academic admission	
□ nee	My scholarship period ended, and I can't afford to financially support myself for the time I would ed to complete my degree	
☐ and	MLA funds have not been sent from Libya for me even though I have scholarship time remaining, I can no longer afford to support myself financially	
	I plan on transferring to another country (specify country):	
	Voluntary withdrawal due to personal or academic reasons. Please specify:	
	Other:	
CLOSE FILE POLICY		
	issue a "Close File letter" to the Libyan Ministry of Higher Education and Scientific Research e student.	
Note: To	request your final travel, please also complete the separate <u>Travel Request Form</u> .	
Signo	Date of Submission	
	Travel Authorized By (CBIE Academic Manager)	