



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:

Degree completion date: _____

You will need to provide the following documents before CBIE 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 your neither of the above documents is available, proof of graduation in the form of a letter from your department
- If applicable, **two (2) copies of your thesis** (to be submitted by mail to CBIE) with the Thesis Reimbursement Form
- Copy of void check or direct deposit slip (in order to process baggage allowance and/or thesis reimbursement, if applicable)

Please provide a brief description of your professional plans in Libya:

Do 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 were last enrolled in classes: _____

You will need to provide the following document before CBIE 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 ESL period ended, and I was unable to gain academic admission
- My scholarship period ended, and I can't afford to financially support myself for the time I would need to complete my degree
- MLA funds have not been sent from Libya for me even though I have scholarship time remaining, and 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

CBIE 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, please also complete the separate Travel Request Form.

Signature of Student

Date of Submission

Travel Authorized By (CBIE Academic Manager)
