



RE-ACTIVATION / RE-ADMISSION

STUDENT INFORMATION

ID#: _____ Name: _____

Program Type: Undergraduate Graduate Major: _____

Mobile#: _____ Email: _____

OPERATION REQUIREMENTS

Semester Withdrawn: 1st 2nd Summer Year: 20____ - 20____

Reactivation Semester: 1st 2nd Summer Year: 20____ - 20____

Reason for Withdrawal:

ADMISSION REQUIREMENTS AND APPROVAL

Activity: Re-Activation (2 academic years or less)
 Re-Admission (more than 2 academic years)

Missing Documents: Original High School
 Dar Al-Hekma ID card
 Copy of Identification Card (National ID or Iqama)
 Medical Report
 Photos (4 Passport-size)
 Certificate of Good Conduct

Admission Office Signature: _____ Date: _____

INFORMATION TECHNOLOGY (IT) APPROVAL

Activation: Email
 Blackboard

IT Department Signature: _____ Date: _____

Instructions:

- The fee for applying reactivation of record is a non-refundable reactivation fee of SR 200.

ACCOUNTING DEPARTMENT APPROVAL

Accounting Department Signature: _____ Date: _____

REGISTRATION OFFICE COMMENT

Registration Office Signature: _____ Date: _____