Academia

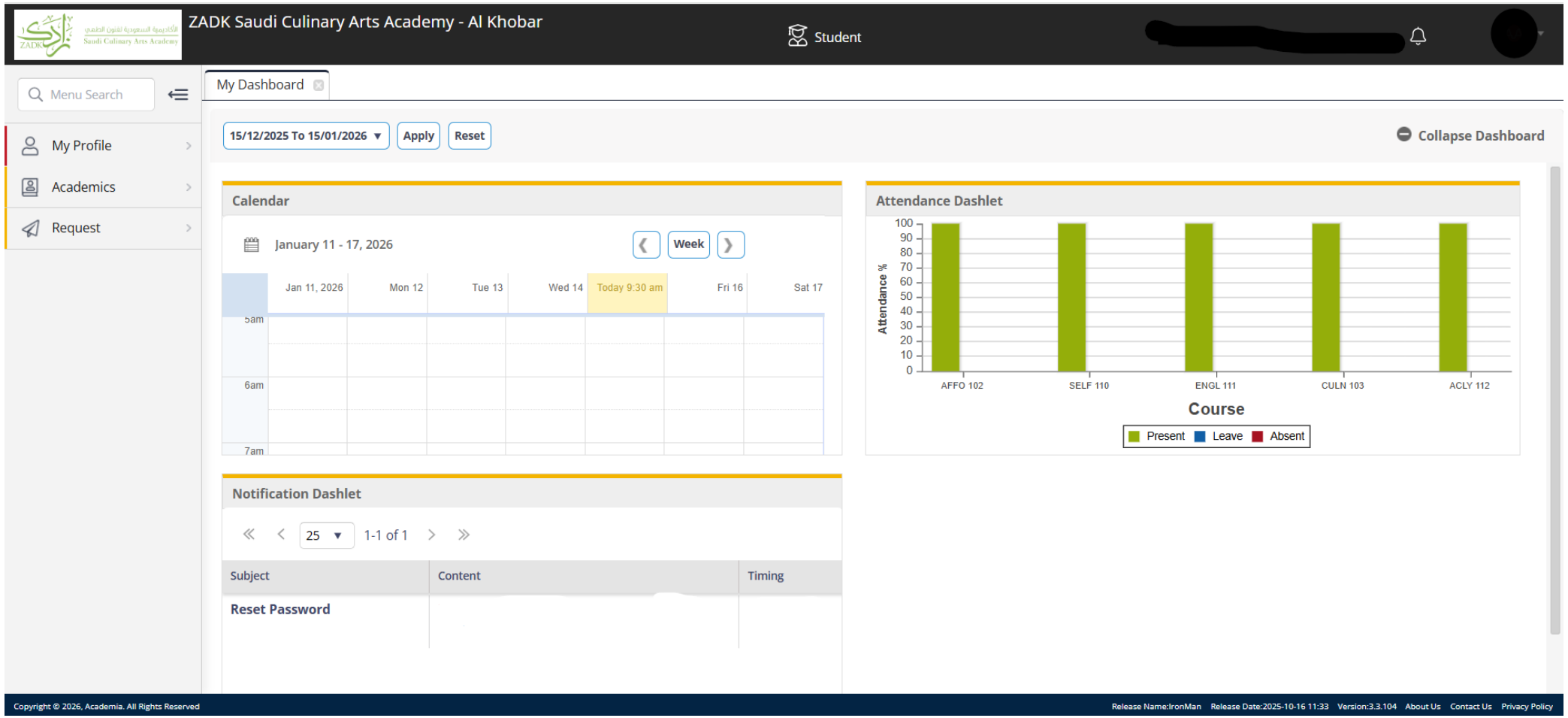
# Academia Guide: Withdraw from Program

# Types of Requests

| | |
|---|---|
| Address Detail | • Update address details |
| Personal Details Change | • Update personal details |
| General | • General Request<br>• Excused Leave Request |
| Transfer | • Withdraw from program<br>• Withdraw from course |

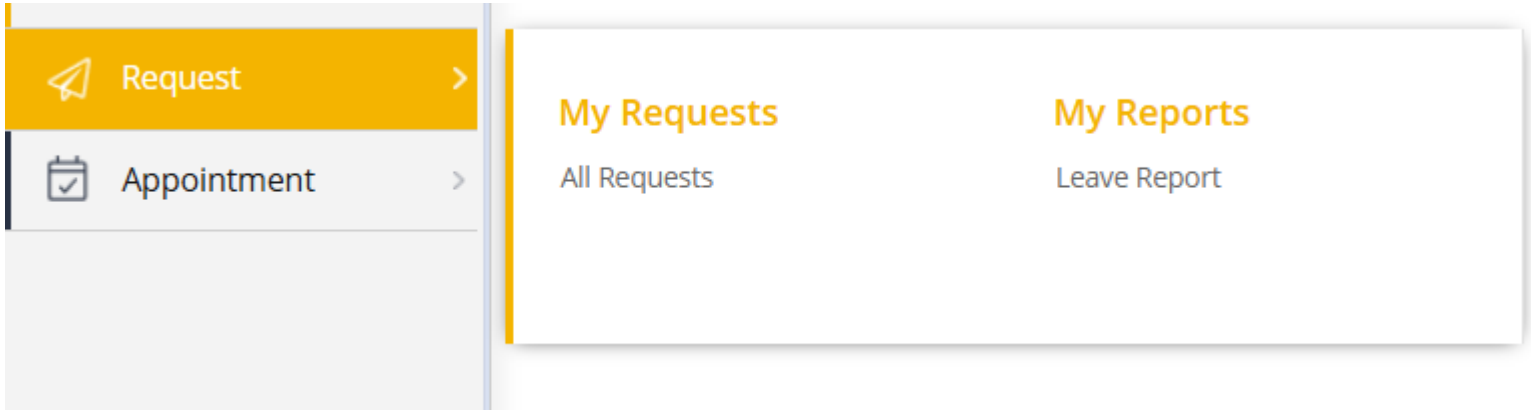
# Dashboard

- After logging in, you will be directed to the dashboard.



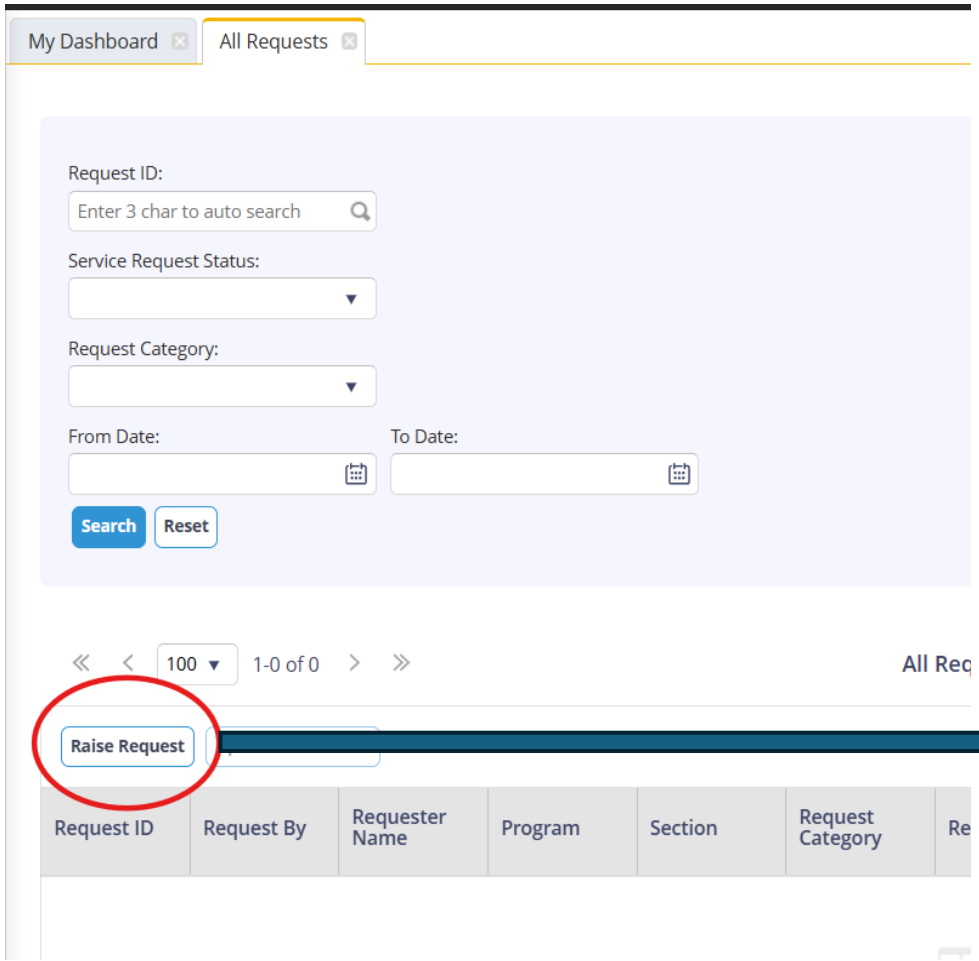
# To raise a Personal Detail Change request

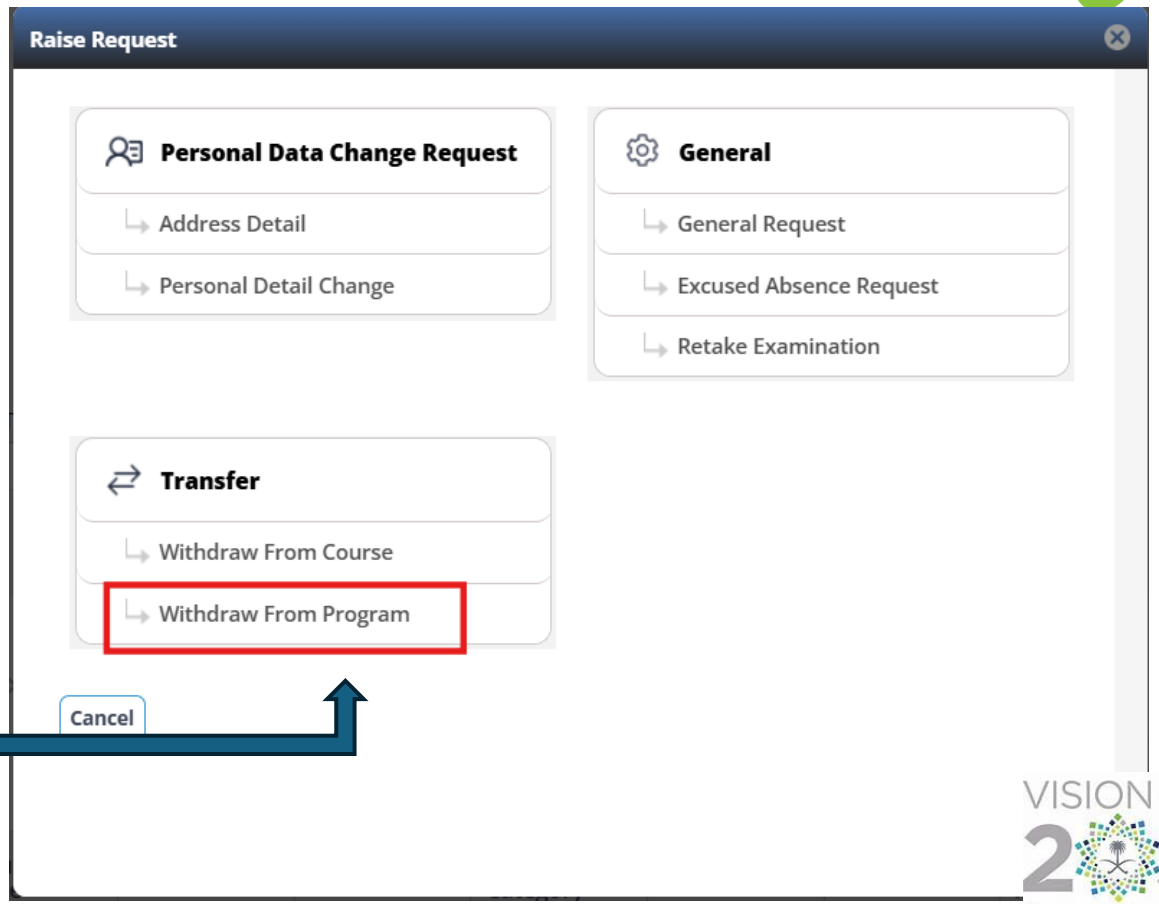
- Navigate to “All Requests” from the *Request* menu



# To raise a Withdraw from Program request

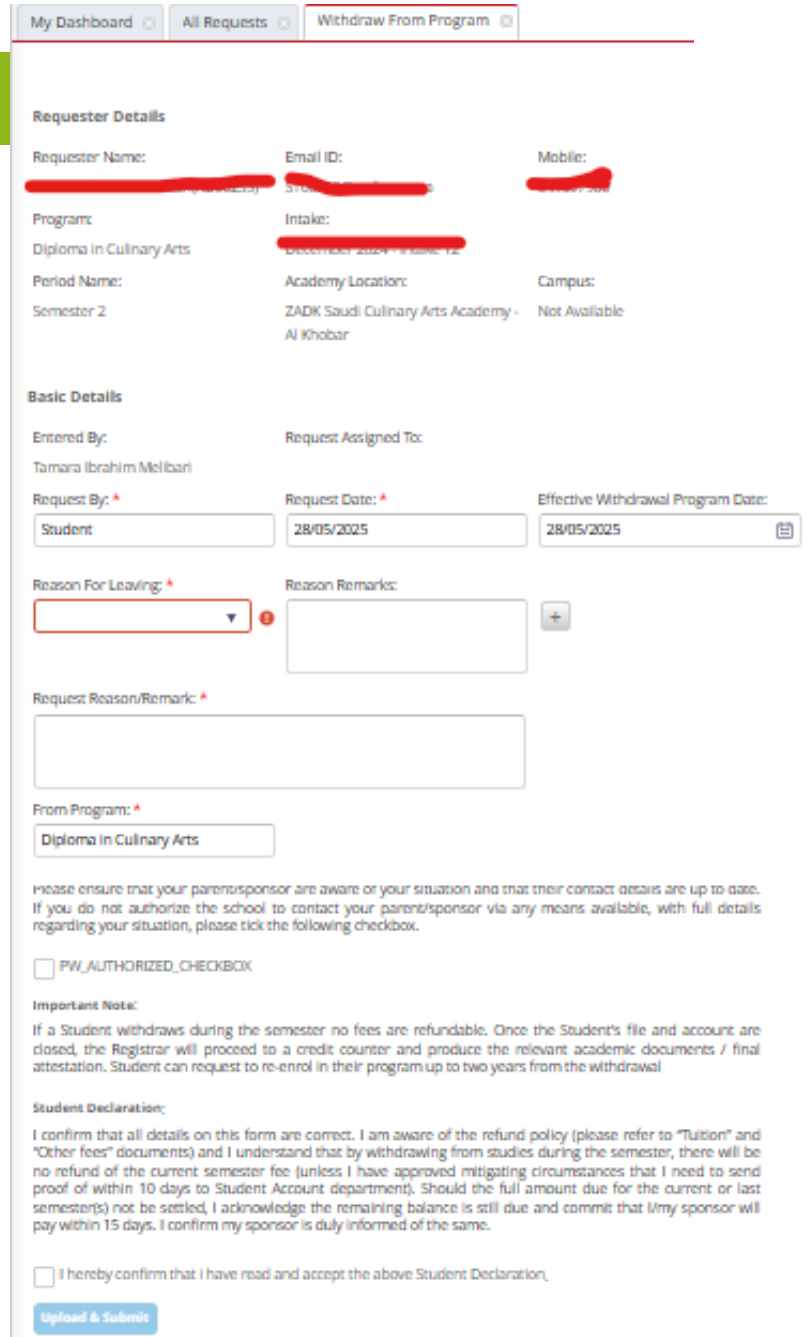
1. Select “Raise Request”.
   This will open a page with the type of requests that you can choose from.
2. Select “Withdraw from Program”



# To raise a Withdraw from Program request

3. You will be redirected to this page.
4. Check that your information is correct.
5. Fill in the required fields.
6. Tick the checkboxes.
7. Upload & Submit



# Reporting IT Issues

**If you face any technical issues or have any questions, please don’t hesitate to contact us!**

## Student IT Support email:

**studentitsupport@zadk.com.sa**

**Thursday, January 15, 2026**

By: Rajaa Zeidan,
IT Support