How to withdraw a candidature request
For HDR Candidates
1. What candidature requests can I withdraw online?

- Attainment of Milestone
- Extension of Milestone
- Request for Leave
- Return from Leave
- Change of Academic Load
- Change of Advisor or Advisory Team
- Change of Enrolling School of Institute
- Change of Research Project
- Change of RHD Program
- Change of Thesis Title
- Enrolment in or Cancellation of Additional Courses
- Notification of Remote Status
- Request to Enrol in Concurrent Program
- Scholarship Variation
- Withdrawal from Candidature

2. Where do I go to withdraw a candidature request?

Visit: my.uq.edu.au
3. Log in using your **student** username and password if required*

* Your student username will start with an “s” and is followed by the first 7 digits of your student number. If you do not log in with your student username you will not be able to view your candidature requests.
4. Choose “My Requests” from the menu on the left of your dashboard

5. Choose the “Active” tab from the table and look for the request and click “View”
6. To withdraw your request you will need to scroll to the bottom of the page and click “Withdraw Request”

7. The status of your request will now be “Request to Withdraw”
8. You will be notified via email when your request has been withdrawn.

9. You will be able to see your withdrawn request in the “Completed” tab of My Requests in my.UQ.
10. See the other how-to guides for instructions on how to submit and check the status of a request and how to provide more information if required.