

Office use only

Request no. /

Officer

Date / /



GENERAL REQUEST FORM

Written at

Date:

Subject:

Dear Dean of Faculty of Science (via Deputy Dean for Education and Student Development)

Enclosure: ☐ Document(s) enclosed ☐ No document(s) enclosed

I am (Mr./ Miss/ Mrs.)

☐ Undergraduate student in: ☐ Biomedical Science ☐ Bioresources and Environmental Biology

☐ Materials Science and Nano Engineering ☐ Bioinnovation

☐ Others (please specify)

Student I.D.

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Faculty/ Institute Year Program

Advisor's name:

Currently studying in semester Academic year

Current credit enrolled:credits

Credits earned:.....credits Cumulative GPAs:

I would like to

Reason(s) for the request (please specify):

Student's contact information:

Mobile phone no.:

E-mail:

..... (Requester's signature)

(.....) (Requester)

☐ Additional reasons for the request- please write on page 2

PROCESS FLOW

☐ (1) Advisor/ Director of International B.Sc. Program's comment

.....

Signature

(.....)

Date/...../.....

☐ (2) (Head of Department/ School's comment)

.....

Signature

(.....)

Date/...../.....

☐ (3) (Division of Educational Affairs officer)

Request form and enclosure(s) reviewed and checked by the officer

Signature

(.....)

Date/...../.....

☐ (4) ☐ Submit a formal notification to related department/ school

☐ Approved ☐ Denied

.....
(.....)

Deputy Dean for Education and Student Development

Date/...../.....

☐ (5) Dear ☐ Dean of Faculty of Science

☐ Head of Department/ School of

☐

Signature

(.....)

Deputy Dean for Education and Student Development

Date/...../.....

☐ (6) Dear Deputy Dean for Education and Student Development

.....

Signature

(.....)

Head of Department/ School of

Date/...../.....

☐ (7) ☐ Approved ☐ Denied

.....

Signature

(.....)

Dean of Faculty of Science

Date/...../.....

☐ (8) I acknowledge receipt of outcome of the request. I will also inform my advisor of the outcome at once.

Student's signature

(.....)

Date/...../.....

Remark: This form can be used for a **request permission to enrol in less than 9 credits and more than 22 credits, name-surname change, enrollment change/ subject title correction and others.**

