…/…/…

# TO THE FACULTY OF DEANERY,

I am the student in the Faculty of ………………………………………………………….

at department.

I could not register within the normal registration period due to my excuse given below in the

……...…/…..…. academic year, semester. I hereby submit to your information the necessity

to make my registration and to add the courses I mentioned below. Best Regards,

**Name-Surname :**

**Student ID Number :**

**Subject :**

**Mobile Phone :**

**Signature:**

**Reason of Excuse:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Course Code** | **Course Name** | **Credit** | **ECTS** | **Section** | **Substituted Course (If Any)** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |

**Advisor’s Approval Financial Affairs Directorate**

Name- Surname: Name- Surname:

Date- Signature: Date- Signature: