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**TO THE STUDENT AFFAIRS DIRECTORATE,**

 I have lost my diploma; the newspaper advertisement is attached.  My diploma has been damaged and it is in the attachment.

I hereby submit the required information and the necessity regarding the issuance of a new diploma.

Kindly submitted for necessary action.

**Name – Surname :**

**Student Number :**

**Degree Awarded :**

**Date of Graduation :**

**Department :**

**Phone :**

**Signature:**