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| *PETITION TEMPLATE FOR STUDENTS* |

**T.C.**

**ÖZYEĞİN UNIVERSTY**

**SCHOOL OF ENGİNEERİNG**

**My registration information and my request are presented below. I kindly submit for neccessary action.**

**Date :**

**Signature :**

**Name, Surname :**

**Student Number :**

**Department :**

**Mobile Number :**

**e-mail :**

 **Credits completed :**

**GPA :**

**Semester credits :**

**Academic Advisor :**

**Request :**

**Guidelines**

* The subject of your petition must be clear and concise but complete.
* A petition can be submitted by hand delivery, or email. You don’t need to sign the petition if you will sent it via e-mail.
* A petition must be delivered to the Department Secreteriat.
* A petition with imperfect information will not be put into operation.