Date:  **..../..../20....**

**To the Faculty of.........................., Işık University**

Due to an excuse, I would like to take the Final Make-up Exams for the courses I have listed below. I would kindly like my request to be considered and evaluated in line with the relevant rules and regulations of our university.

Sincerely,

Signature:

Name Surname: E-mail:

Student Number: Mobile Number:

|  |  |
| --- | --- |
| **Mentioned excuses** | |
| Date(s) |  |
| Course codes and sections |  |
| Detailed explanation of your excuse  (including dates, time etc.) |  |
| Documents attached are; | 1.  2.  3.  ... |

(If the reason of your excuse is related to health issues, please fill in the details below)

|  |  |
| --- | --- |
| **Information on the Health Report** | |
| Full name of the institution from which the report was taken |  |
| Signature Date |  |
| Validity |  |