

**To take subject after deadline**

Administrator’s name:

Administrator’s contact:

Request ID:

**Dear Mrs./Mr. Vice Dean of Education!**

Undersigned

Name of student:

Student ID:

Training:

Faculty:

Programme:

Year of entrance:

Division:

Place of training:

I apply to you with the following request:

I apply to you for permission to take the undermentioned subjects for ……………………….. term:

|  |  |  |  |
| --- | --- | --- | --- |
| Code of subject | Name of subject | Credit value | Type of course (exam course, full term), time of course |
|  |  |  |  |

Number of taken subjects for the term so far:

Number of credits for the term so far:

Justification:

By submitting the request I acknowledge that I should bear the legal consequences of taking subjects after deadline.

Attachment to be enclosed:

- timetable of the student

Date: , 20 . month day

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

signature of student

**Permitted / Not permitted**

Date: , 20 . month day

**………………………………………….**

 vice-dean