

Ref : <dış yazışma no>
Subject: English Language Assessment Exam

Istanbul, Turkey <date>

Mr./Ms. < applicant's name>
< address>
< address>

Dear Mr./Ms.<last name>,

You are requested to take the English Language Assessment Exam the details given below, to be able to continue your studies at Sabancı University for <.....> Academic Year.

Exam Date: <**sınav tarihi**>

Start Time : <**sınav saati**>

Place of examination : <**bina adı**> Building <**sınıf no.**>

For the identification check to be done in time, we ask that students who will take the exam **be at the exam hall half an hour before the exam starts** and that they bring some official identification which includes their photograph (such as a passport, identification card, driver's license) with them.

Sincerely

<>.....Ad Soyad..... <>
Director of Student Resources

Copy: Directorate of School of Languages