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| **Formulir Permohonan Add/Drop Mata Kuliah** |
| ***Adding/Dropping Course Request Form*** |

**Yth. Wakil Dekan Bidang Pendidikan, Penelitian dan Kemahasiswaan**

Fakultas MIPA Universitas Indonesia, Kampus UI Depok

***Dear Vice Dean for Education, Research and Student Affairs***

*Faculty of Mathematics and Natural Sciences Universitas Indonesia, Kampus UI Depok*

Yang bertanda tangan di bawah ini :

*The undersigned below:*

|  |  |  |
| --- | --- | --- |
| Nama  *Name* | : | …………………………………………………………………………………………………. |
| NPM  *Student ID Number* | : | …………………………………………………………………………………………………. |
| Departemen  *Department* | : | …………………………………………………………………………………………………. |
| Program Studi  *Study Program* | : | S1 Reg. / S1 Par. / S2 / S3, Mat / Fis / Kim / Bio / Geo/ Kel / Bahan / Medis / Geologi /  Geofisika / Stat / Akt.  *Reg. Bachelor / Par. Bachelor / Master / Doctor, Math / Phy / Chem / Bio / Geo / Mar /*  *Material / Medical / Geology / Geophysics / Stat / Act.* |
| No. Telp/HP  *Phone Number* | : | …………………………………………………………………………………………………. |
| Alamat Email  *Email Address* | : | …………………………………………………………………………………………………. |

Bersama ini mengajukan permohonan perbaikan Isian Rencana Studi (IRS) semester ……………………

tahun akademik………………………………………………………………………………………………

Dengan alasan …………………………………………………………………………………………...

*Hereby submit the request for revision of the Course Plan (IRS) in semester…………………………………...*

*academic year……………………………………………………………………………………………………………*

*With the reason ……………………………………………………………………………………………………*

Add mata kuliah/*Add course*

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Kode MK  *Course Code* | Nama MK dan Kelas  *Course Name and Class* | SKS  *Credits* |
| 1. |  |  |  |
| 2. |  |  |  |

Drop mata kuliah/*Drop course*

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Kode MK  *Course Code* | Nama MK dan Kelas  *Course Name and Class* | SKS  *Credits* |
| 1. |  |  |  |
| 2. |  |  |  |

Atas perhatian dan bantuan Bapak, saya mengucapkan terima kasih.

*For your attention and assistance, I say thank you.*

Depok,…………………20 ……..

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| Menyetujui,  Pembimbing Akademik,  *Approving,*  *Academic Advisor*  (……………………………….)  NIP.  *Employee ID Number* |  | Hormat saya,  *Yours faithfully,*    (……………………………….)  NPM.  *Student ID Number* |

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| Mengetahui,  Manajer Pendidikan FMIPA UI  *Knowing,*  *Manager of Education FMIPA UI*  Rika Tri Yunarti, S.Si., M.Eng., Ph.D.  NUP. 030903195  *Employee ID Number* |  | Menyetujui,  Ketua Dept./Ketua Program Studi  *Approving,*  *Head of Dept./Head of Study Program*  (……………………………….)  NIP.  *Employee ID Number* |

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| **Catatan:**   * Pengajuan surat permohonan harus ditandatangani asli ( bukan fotocopy) oleh Kadep/Kaprodi dan distempel Departemen |
| ***Notes:***   * *The application letter must be signed in original (not photocopy) by Head of Dept./Head of Study Program and stamped by the Department* |