|  |
| --- |
| **Formulir Permohonan Surat Pengantar Aktif Kuliah Program Pascasarjana** |
| ***Recommendation Letter Request Form for Registered Post-graduate Student*** |

**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 Science 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* | : | S2 / S3, Mat / Fis / Kim / Bio /Geo/ Kelautan / Bahan / Medis  *Master / Doctor, Math / Phy / Chem / Bio / Geo / Marine / Material/ Medical* |
| No. Telp/HP  *Phone Number* | : | …………………………………………………………………………………………… |
| Alamat Email  *Email Address* | : | …………………………………………………………………………………… |

Bahwa saya telah diterima pada program studi ………………………………..semester………………………tahun akademik…………………………………Saya bermaksud mengajukan permohonan agar dibuatkan surat aktif kuliah dan melakukan registrasi (daftar ulang kembali) pada semester ………………………… tahun akademik………………………….

*That I have been accepted in Study Program…………………………………...…..…… Semester…………………………………… academic year ………………………………………..……………..*

*I intend to submit for a recommendation letter for registered active student and register (re-register) in semester …………………… academic year ………………………….*

Berkas yang dilampirkan :

1. Surat persetujuan tunda kuliah dari Direktorat Pendidikan UI

*Attached files:*

*1. Letter of approval for study postponement from the Education Directorate of UI*

Demikian permohonan ini saya ajukan, atas perhatian dan bantuan yang diberikan saya ucapkan terima kasih.

*Thus I submit this request, for the attention and assistance given, I say thank you.*

|  |  |  |
| --- | --- | --- |
|  |  | Depok, …………………20……. |
| Menyetujui ,  Ketua Dept./Ketua program Studi  *Approving,*  *Head of Dept./Head of Study Program*  ( …………………………………. )  NIP.  *Employee ID Number* |  | Hormat saya,  Yours faithfully,  ( ……………………………… )  NPM.  *Student ID Number* |

|  |
| --- |
| Mengetahui ,  Manajer Pendidikan  *Knowing,*  *Manager of Education FMIPA UI*  Rika Tri Yunarti, S.Si., M.Eng., Ph.D.  NUP. 030903195  *Employee ID Number* |

|  |
| --- |
| **Catatan:**   * Pengajuan surat permohonan harus ditandatangani asli ( bukan fotocopy) oleh Kadep/Kaprodi dan distempel Departemen * Penyerahan formulir pengajuan surat di PAF sampai pukul 16.00 WIB. |
| ***Notes:***   * *The application letter must be signed in original (not photocopy) by Head of Dept./Head of Study Program and stamped by the Department* * *Submission of the application letter form at PAF untul 16.00 WIB* |