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| **Formulir Permohonan Surat Pengantar Tunda Kuliah Program Pascasarjana** |
| ***Recommendation Letter Request Form for Master and Doctorate Study Postponement*** |

**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:*

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| 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 / Mar / 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 pengantar tunda kuliah dikarenakan………………………………………………………………………………………………

Saya akan 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 postpone in study because………………………………………………………………………………………………………………*

*I will register (re-register) in semester …………………… academic year ………………………….*

Berkas yg di lampirkan :

1 . Pengumuman hasil seleksi akhir

*Attached file:*

*1. Announcement of final selection results*

Demikian permohonan ini saya ajukan, atas perhatian dan bantuannya saya ucapkan terima kasih.

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

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|  |  | 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,*

*Education Manager of FMIPA UI*

Rika Tri Yunarti, S.Si., M.Eng., Ph.D.

NUP. 030903195

*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* |