**T.C.**

**İstanbul Gelişim Üniversitesi**

**Yabancı Diller Yüksekokulu Müdürlüğü’ne,**

Üniversitemiz \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fakültesi/Yüksekokulu \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ bölümü/programı öğrencisiyim.

Aşağıda belirttiğim sınavıma/sınavlarıma \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ nedeniyle katılamadım. Mazeretimi gösteren belge ektedir.

Gereğini arz ederim.

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| **Kur** | **Ders** | **Sınav Türü** | **Sınav Tarihi** |
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| Ek(ler): |  |

**To Principal’s Office**School of Foreign Languages, Istanbul Gelisim University  
E-5 Yanyol No:259 Avcılar, İstanbul, 34310

I am a student of the programme/department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the Faculty/School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

I was unable to attend the test(s) stated below due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Kindly submitted for necessary action.

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| **Track** | **Course** | **Type of Test** | **Date of test** |
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| Attachment(s): |  |