

**IF YOU WRITE A REQUEST, PLEASE FOLLOW THE GUIDELINES BELOW**  
Requests are always processed first by your academic officer—send it to him/her.

**From:** *your name*

**To:**

\* *Prof. György Lázár M.D., Ph.D., D.Sc.*  
*Dean of the Albert Szent-Györgyi Medical School*

or

\* *Prof. habil. Gyula Sáry, M.D., Ph.D., D.Sc.*  
*Vice Dean of the Albert Szent-Györgyi Medical School*

or

\* *Dr. habil. Mária Dux M.D., Ph.D.*  
*Head of the Credit Transfer Committee*

or

\* *Dr. habil. Livia Fülöp Ph.D.*  
*Head of the Academic Board*

**Date:** *today's date*

**Dear Professor,**

**I am** *your name*, a .....(1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> etc) *year student of medicine.*

- **State your problem**
- *Be short and to the point*
- **State your request**
- *Attach supporting documentation (where applicable)*

**Yours sincerely,**

*your signature*