IF YOU WRITE A <u>REQUEST</u>, 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 Faculty of Medicine

<u>or</u>

* *Prof. habil. Gyula Sáry, M.D., Ph.D., D.Sc.*
  Vice Dean of the Faculty of Medicine

<u>or</u>

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

<u>or</u>

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

Date: *today's date*

Dear Professor,

I am *your name*, *a* ……..(1st/2nd/3rd 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