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Received on:

Request form for academic affairs

From:

To:

Date: Szeged, (day) (month), 2017

ETR username:SZE.....

E-mail address:@.....

I am a student in the basic/pre-clinical/clinical module (please underline) at the Faculty of Dentistry in the second semester of the academic year 2016/2017.

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Reason:

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Attached certificates/documents (documents supporting your request have to be attached):

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Yours sincerely,

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Student's signature

WHEN YOU WRITE A REQUEST, PLEASE FOLLOW THE GUIDELINES BELOW.

From: *your name*

To: * Prof. habil. Gyula Szabó M.D., Ph.D., D.Sc.
Program Director

or

* Associate Professor Kinga Turzó Ph.D.
Dean of the Faculty of Dentistry

or

* Dr. Csaba Berkovits
Head of the Academic Board of the Faculty of Dentistry

Date: *today's date*

Dear Professor,

- **State your problem**
- *Be short and to the point*
- **State your request**
- *Attach supporting documentation (if necessary–i.e., you mention something in your request requiring proof)*

Yours sincerely,

your signature