



HEAD OF FOREIGN LANGUAGES UNIT VERIFICATION DOCUMENT REQUEST FORM

TO THE HEAD OF FOREIGN LANGUAGES UNIT

Student No : Petition Date: / /20....
Name & Surname :
Class :
Phone No :
E-Mail :
Reason for Demand :

I kindly request a document certifying that I am still an ongoing student at the English Preparatory programme of our University.

Kindly submitted for your information

Yours respectfully,

..... (Signature)

The requested document will be prepared within 2 working days after the petition date.

On / / 20 the student has received the requested document from the Department of Foreign Languages.