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**Postgraduate Student Request Form – Request Made by Student**

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| **To:** *(Course Coordinator)* | Prof./Dr./Mr./Ms. |
| **Degree Programme:** |  |
| **Department:** |  |
| **From:** (*Name of student*) | Mr./Ms. |
| **Registration No.:** |  |
| **Date of Commencement:** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Request**  **(Tick all that are applicable)** | | | **Reason for Request**  **(in point form)**  **with Documentary Evidence** | **Remarks** | | | |
| 1 | Leave |  |  |  | | | |
| 1.1 | Medical |  |  | | | |
| 1.2 | Overseas |  |  | | | |
| 1.3 | Other |  |  | | | |
| 2 | Extension - Permitted duration upto maximum duration |  |  | | | |
| 3 | To sit examinations with next batch as first attempt candidate |  |  | | | |
| 4 | Deferment |  |  | | | |
| 5 | Deregistration |  |  | | | |
| 6 | Deregister from course module(s) |  |  | | | |
| 7 | Other (Please Specify): |  |  | | | |
| Relevant pages of the Record Book to indicate the registration number and the date of registration are attached? | | | | **Yes** |  | **No** |  |
| Relevant documents are attached (e.g., Medical Certificate, Letter of Offer and etc.)? | | | | **Yes** |  | **No** |  |

I hereby declare that the above furnished details are true to the best of my knowledge and relevant documents are attached.

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| **Signature of Student** |  | **Date** |  |

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| **Certified by:** | | | |
| *Course Coordinator:* |  | *Date:* |  |
| **Recommended by:** | | | |
| *Head of the Dept.:* |  | *Date:* |  |
| *Director/ PGS:* |  | *Date:* |  |
| *Dean/ Engineering:* |  | *Date:* |  |