**LETTER OF REQUEST FOR SUMMER SCHOOL**

**TO THE HEAD OF THE DEPARTMENT OF …………..…………….**

I am a registered undergraduate student with the student no **…………………..** at your department. As per the Regulations Governing Undergraduate Education and Teaching at Gebze Technical University, for summer school, I would like to take the following course/courses I indicate below that have opened for summer school at **…………….** University. The number of credits that I completed successfully at the end of previous summer schools is…….

Respectfully submitted for your necessary action.

**…/…/20...**

 **Name-Surname**

 **Signature**

 **Approved Approved**

 Name&Surname&Signature Name&Surname&Signature of the

 of the Student’s Advisor Instructor that Teaches the Course at GTU

|  |  |  |
| --- | --- | --- |
| **The Year The Student Was Placed** | **Base Point For The Department At GTU** | **Base Point For The Receiving University (Summer School)** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **The Courses The Student Will Take From The Receiving University**  | **GTU Equivalents Of The Courses To Be Taken From The Receiving University** |
| **Course Code** | **Course Title** | **ECTS** | **Course Code** | **Course Title** | **ECTS** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total ECTS** |  | **Total ECTS** |  |

**ATTACHMENTS:** ECTS forms used by GTU and the Receiving University for the course/courses to be taken at summer school, Directorate of Student Affairs-Approved Transcript (Academic Record)

NOTE 1: It is required that the base point for the program at the university from which the student is to take the course is higher than the ÖSYM (Student Selection and Placement Center) base point for the program for the year in which the student was placed in the university.

NOTE 2: In the event that more than one course is to be taken at summer school, the Name&Surname&Signature of all the instructors who teach the courses in question are to be put at the part where it states the **“Name&Surname&Signature of the Instructor That Teaches the Course at GTU”.**

NOTE 3: This letter of request is **to be submitted to the Head of Department along with its attachments** after all the signatures are completed. The Head of Department is to send the letter of request and its attachments to the Dean’s Office along with a cover letter.