Subject : Application for make-up exams

Attachment : 1 (one) file

Dear Mr/Mrs (Full name of lecturer with degree)

Lecturer of Courses (Full course name with class)

The undersigned below :

Name : ………………………………………..

NIM : ………………………………………..

Submit an application to follow Midterm Exam/Final Exam[[1]](#footnote-1) catch Semester Odd/Even\* Academic Year 2022/2023[[2]](#footnote-2)\*\* for:

Courses : …………………………………

Class : …………………………………

This is because at the time of my scheduled exam:

………………………………………………………………………………………………………………………………………………………………………………………………

As attached supporting documents.

Regarding the technical implementation of the catch-up exam (time, place, and form), I follow the direction of the lecturer.

Thus, I submit this request for your attention and permission; thank you.

 Semarang, ……………………..

Knew,

 Academic Supervisor Applicant

 Hendra Gunawan, S.T. Nama Mahasiswa

NIP 197603021999031004 NIM 11000121510043

Approved,

Head of Law Study Program

Dr. Irma Cahyaningtyas, S.H., M.H.

NIP 198310312009122003

1. Choose one [↑](#footnote-ref-1)
2. \*\* Customized academic year [↑](#footnote-ref-2)