**Faculty of Graduate Studies University of Colombo**

**STUDENT REQUEST FORM**

(Please fill this form and submit along with supportive documents)

1. **Name of the student** : ………………………………………………….
2. **Programme enrolled in** : ………………………………………………….
3. **Registration Number** : ………………………………………………….
4. **Type of the request (please tick off)**:
5. Deferment of the programme
6. Extension of the deadline of Thesis/ Dissertation
7. Absence for the Semester-end examination
8. Other (please specify) …………………………………………….
9. **Reason for the request (please tick off):**
10. Medical
11. Official
12. Personal
13. Other
14. **Letter explaining the reason for the request (self-prepared) attached:**
15. **Evidence attached (please tick off):**
16. Medical certificate from a medical officer

*(Please submit the Medical Application Form together with this)*

1. Official letter from the workplace
2. Other (please specify)……………………………………………..

I do here by confirm that the information furnished above by me are true and correct.

Signature of the Student:………………………………. Date: ………………………

Received on: (Date)

**FOR OFFICE USE ONLY**

Recommendation/ observations of the Programme Coordinator: …………………………………

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Name of the Programme Coordinator: …………………………………………………………….

Forwarded to: BSPS BSDS Signature: ………………………… Date: …………...