

**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):**
  - a. Deferment of the programme
  - b. Extension of the deadline of Thesis/ Dissertation
  - c. Absence for the Semester-end examination
  - d. Other (please specify) .....
5. **Reason for the request (please tick off):**
  - a. Medical
  - b. Official
  - c. Personal
  - d. Other
6. **Letter explaining the reason for the request (self-prepared) attached:**
7. **Evidence attached (please tick off):**
  - a. Medical certificate from a medical officer   
*(Please submit the Medical Application Form together with this)*
  - b. Official letter from the workplace
  - c. Other (please specify).....

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

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

**FOR OFFICE USE ONLY**

Received on: (Date)
------------------------

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

.....

.....

Name of the Programme Coordinator: .....

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